

Event Checklist

Complete	Timing	Task	Contact
Conference Room Reservations			
	ASAP	Reserve Learning Center	Cristi Trost ext 5276
Public Relations			
	ASAP	Send FYI email to Executive Committee	Cristi Trost ext 5276
	5 days prior	Send FYI email to managers and receptionists	Cristi Trost ext 5276
Parking			
	ASAP	Call Velocity (763-657-4230)	Cristi Trost ext 5276
	ASAP	Email request to Ken Streeter along with certificate of insurance ken@streetercompanies.com	Cristi Trost ext 5276
	2 days prior	Send email to All Employees, post on boards & intranet	Cristi Trost ext 5276
Facilities (Internal)			
	ASAP	Email maintenance re: event	Nick Oswald ext 4325
	24 hours prior	Level tables in LC	Nick Oswald ext 4325
	24 hours prior	Extra cleaning in LC - clean whiteboard	Nick Oswald ext 4325
	24 hours prior or day of	Clean Bldg B lobby, carpet, bathrooms, lunch room	Nick Oswald ext 4325
	Day of event	Internal event signage	Cristi Trost ext 5276
Facilities (External)			
	Day of event	Event and parking signage	Nick Oswald ext 4325
Room Set-up			
	7-10 days prior	Order tables and folding chairs	Cristi Trost ext 5276
	Day before	Close all blinds in LC	Cristi Trost ext 5276
	Day before	Adjust temperature in LC (68°)	Cristi Trost ext 5276
	Day before	Turn on & test LC PC	IT Support
	Day before	Load presentation onto LC PC	IT Support
	Day before	Test remote/laser pointer	IT Support
	Day before	Test microphones	IT Support
	Day before	Turn off PA system in LC	IT Support
	Day before	3M Post-its & easel (Markers)	Cristi Trost ext 5276
	Day of Event	Registration table w/ blk tablecloth	Cristi Trost ext 5276
IT/Security			
	5 days prior	Submit Track-It to have doors unlocked: Bldg B entry door, LC door, Patio door	Cristi Trost ext 5276
Catering			
	ASAP	Order food	Cristi Trost ext 5276
	7-10 days prior	Purchase water, sodas, etc. from Costco	Cristi Trost ext 5276
	24 hours prior	Stock plates, cups, utensils, cream, sugar, etc.	Cristi Trost ext 5276
	24 hours prior	Stock LC refrigerator	Cristi Trost ext 5276
Miscellaneous Collateral			
	2 weeks prior	Order ENPOINTE pens	Cristi Trost ext 5276
	2 weeks prior	Order blank ENPOINTE notepads	Cristi Trost ext 5276
	24 hours prior	Get attendee list from Creative make name tags and sign-in sheet	Cristi Trost ext 5276