

EQUIPMENT PREPARATION

Audio-visual needs (i.e. sound system, piano, PowerPoint, portable Projector and/or sound system, etc.)

Podium (# _____)

Chairs (# _____)

Tables (# _____)

Display and registration area with table and chairs

Name tags

Registration forms, if needed

Marking pens

Money box and change

Rented equipment will be provided by the following:

Company / Person _____ Phone _____

FOOD PREPARATION

Table and chairs for meal (room setup form completed)

Coffee, hot water, tea, cream & sugar, etc.

Menu

Extension cords

Any necessary cabinet keys

Trash containers

Table decorations

Silver, dishes (real or paper?), napkins, etc.

Adequate volunteers for serving

Special area for dirty dishes

Clean-up (custodial needs)

OTHER SPECIAL NEEDS

Deaf interpretation

If childcare in use, access to parent pager system

Decorations

FOLLOW UP

Special thank you notes written

Cost analysis completed

Special commitments and promises followed up
