Coordinator is encouraged to meet and relay all detail to Susan, who will work with additional staff responsible for various items as outlined below.

|  |  |
| --- | --- |
| **General Information** | |
| Event Name |  |
| Event Date/Time |  |
| Coordinator |  |
| Meeting Room(s) |  |
| Account #  **or** charged to outside group  with Terri’s approval |  |
| Attendees, affiliations, and titles (or attach list)  1. To Susan for count  2. To Diane for entry  3. To Dennis for T&E – should include names, affiliations, and business purpose |  |

|  |  |  |
| --- | --- | --- |
| **🗹** | **Room Set-Up** | **Staff responsible** |
|  | Post to Bradley calendar with detail | Coordinator |
|  | Table set-up | Dennis |
|  | Additional tables needed (buffet, display, material) | Dennis |
|  | Chairs – amount and set-up | Dennis |
|  | Placement of food | Susan |
|  | Room temperature | Dennis |
|  | Extra coat rack | Susan |
|  | Registration table and chairs | Dennis |
|  | Check-in list | Coordinator |
|  | Name badges | Susan |
|  | Meeting material | Coordinator |
|  | Bradley seal for podium | Dennis |
| **🗹** | **A/V Needs** | **Staff responsible** |
|  | Laptop set-up | Dennis/Susan |
|  | Presentation loaded and tested | Coordinator/Susan |
|  | Projector/screen | Dennis/Susan |
|  | Audio | Dennis/Susan |
|  | Lighting | Dennis/Susan |
|  | Polycom set-up | Diane |
|  | Podium microphone | Dennis/Susan |
| **🗹** | **Food/Beverage** | **Staff responsible** |
|  | Communicate food preferences to Susan | Coordinator |
|  | Place food order | Susan |
|  | Pick up food order | Dennis |
|  | In-house food set-up  **\*** China, silverware, and cloth napkins will be used for all events unless otherwise noted:  Fancy paper napkins Economy paper napkins | Susan |
|  | In- house beverage set-up:    *Regular:*   * Coffee   + Regular   + Decaf * Water * Soda (Sprite, Pepsi, Diet Pepsi, Coke, Diet Coke) * Ice   *Breakfast:*   * Cranberry juice * Orange juice * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Susan |
|  | Continental Breakfast   * Assorted bagels * Assorted donuts * Fruit platter * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Susan |
|  | Catering   * Buffet * Passed hors d’oeuvres * Bar   + Cocktails   + Wine   + Beer   + Soda * Location for set-up:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Coordinator/Susan |
| **🗹** | **Parking** | **Staff responsible** |
|  | Number of anticipated cars to Dennis | Coordinator/Susan |
|  | On-site parking management | Dennis |
|  | Notice to staff and tenant to park on street | Terri |
| **🗹** | **Miscellaneous** | **Staff responsible** |
|  | Alter office hours | Terri |
|  | Front desk and switchboard – staff before/after hours | Terri/Diane |
|  | Approval for extra or flex hours for staff | Terri |
|  | Alert housekeeping | Susan/Terri |
|  | Group movement – close doors | Dennis/Susan |
|  | Group movement – create signage | Susan |
|  | Group movement – extra staff | Terri |