

Day of Event Tasks	Date completed
<p>Identify who will be in charge/oversee on the day of the event. This may be the overall committee chair or another designated person.</p> <p>This person will be responsible for trouble shooting, answering questions and coordination.</p> <p>Each subcommittee has a list of activities that relate to the day of the event – the coordinator will want to be familiar with this list and check in with the subcommittee one or two days before the event to confirm that all is in readiness.</p>	
<p><b>Day of the event</b> (see individual sections for specifics)</p> <ul style="list-style-type: none"> <li>• Allow plenty of time for set-up and take down of rooms. Find out where the custodian will be or how they can be reached if they are leaving the facility.</li> <li>• Remind the committee to take a digital picture of what the room looked like BEFORE moving furniture.</li> <li>• Set up a registration/welcome table.</li> <li>• Room signs are in place including reminders to turn off cell phones and not to enter during a presentation.</li> <li>• If there is a silver collection confirm who will take charge of the monies (this may be yourself or may be the event chair)</li> <li>• Supply box: bring supply box and have in a central location. List is included in this section.</li> <li>• Lights and heat- you may wish to find out where the light switches and thermostats are.</li> <li>• Confirm each presentation room is ready and that an electrical outlet is near the front of rooms with visual presentations. Is there a large table available for visuals?</li> <li>• Confirm where tellers/timers are to bring results and envelopes with comments after their room is completed. Remind them to stay to assist with sorting for the awards presentation.</li> <li>• Deal with last minute requests for program changes that may arise (reminder – changes may not be possible; the simplest changes are those where the individual is moved to the beginning or very end of the program in their event room).</li> <li>• Make sure you have access to more chairs. This is a reminder for all schools – someone may let you into the building and the rooms you have reserved – you may not have access any other room, or re-access the rooms if you lock yourselves out.</li> </ul>	

Communications Event Planning: Day of Event Tasks

<ul style="list-style-type: none"><li>• Check if award presenters have arrived</li><li>• Check if everything required for the awards presentation is available (for example a table)</li><li>• <b>BE CERTAIN TO LEAVE THE FACILITY AS IT WAS FOUND</b></li></ul>	
<p><b>Following the Event:</b></p> <ul style="list-style-type: none"><li>• Update any sections of the binder, remind subcommittee chair people to do the same.</li><li>• Provide a report of how the day of the event proceeded with any recommendations for the next event.</li></ul>	