

Day of Event Tasks	Date completed
<p>Identify who will be in charge or oversee the event day. This may be the overall committee chair or another designated person.</p> <p>This person will be responsible for troubleshooting, answering questions, and coordinating activities.</p> <p>Each subcommittee has a list of activities related to the event day. The coordinator should be familiar with this list and check in with the subcommittees one or two days before the event to ensure everything is ready.</p>	
<p>Day of the event (see individual sections for specifics)</p> <ul style="list-style-type: none"> • Setup and Takedown: <ul style="list-style-type: none"> ○ Allow plenty of time for setting up and taking down rooms. Find out where the custodian will be or how they can be reached if they leave the facility. ○ Remind the committee to take a digital picture of the room layout before moving any furniture. • Registration/Welcome Table: <ul style="list-style-type: none"> ○ Set up a registration/welcome table. • Room Signs: <ul style="list-style-type: none"> ○ Ensure room signs are in place, including reminders to turn off cell phones and not to enter during presentations. • Silver Collection: <ul style="list-style-type: none"> ○ Confirm who will take charge of the monies if there is a silver collection (this may be yourself or the event chair). • Supply Box: <ul style="list-style-type: none"> ○ Bring the supply box and place it in a central location. A list is included in this section. • Lighting and Heating: <ul style="list-style-type: none"> ○ Locate the light switches and thermostats. • Presentation Rooms: <ul style="list-style-type: none"> ○ Confirm each presentation room is ready and that an electrical outlet is near the front for visual presentations. Check if a large table is available for visuals. • Results and Comments: <ul style="list-style-type: none"> ○ Confirm where chairpersons/timers are to bring results and envelopes with comments after their room is completed. Remind them to stay and assist with sorting for the awards presentation. • Program Changes: <ul style="list-style-type: none"> ○ Handle any last-minute request for program changes (note: changes may not be possible; the simplest adjustments are 	

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<p>moving an individual to the beginning or end of the program in their event room.</p> <ul style="list-style-type: none">• Access to Chairs:<ul style="list-style-type: none">○ Ensure you have access to additional chairs. For schools, remember that someone may let you into the building and the rooms you have reserved, but you may not have access to other rooms or be able to re-enter if you lock yourselves out.• Award Presenters:<ul style="list-style-type: none">○ Check if the award presenters have arrived.• Award Presentation Setup:<ul style="list-style-type: none">○ Ensure everything required for the awards presentation is available (e.g. a table, microphone, etc.).• Leave Facility as Found:<ul style="list-style-type: none">○ Ensure the facility is left as it was found.	
<p>Following the Event</p> <ul style="list-style-type: none">• Update the Binder:<ul style="list-style-type: none">○ Update any relevant sections of the binder. Remind subcommittee chairpersons to do the same.• Event Report:<ul style="list-style-type: none">○ Provide a report on how the day of the event proceeded, including any recommendations for the next event.	