



ON SITE CONFERENCE

Due Date	Date Completed	Person Responsible
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_____	_____	_____
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Arrive early and place signage

_____	_____	_____
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Take to registration area:

- Name badges/badge computer
- Pencils, pens
- Laptop
- Power cords for electronics
- Brochures
- Area maps
- Facility floor plans
- Office supplies (stapler, scissor, tape, etc.)
- Attendee welcome gifts
- Emergency Guidelines

_____	_____	_____
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Set-up registration desk

_____	_____	_____
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Confirm Choose Lansing Services/Information booth is ready

_____	_____	_____
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Check room arrangements and food & beverage with facility staff

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Review audio visual equipment with technician

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Establish message center

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Check coat rack arrangements

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Monitor program to stay on schedule with agenda

_____	_____	_____
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Assist with evaluation procedures

Due **Date** **Person**
Date **Completed** **Responsible**

Review facility changes after each banquet event and at the end of each day

OTHER COMMENTS
