

EVENT CHECKLIST

<p>PROGRAM</p> <ul style="list-style-type: none"><input type="checkbox"/> Stage<input type="checkbox"/> Skirting<input type="checkbox"/> Steps<input type="checkbox"/> Podium<input type="checkbox"/> Podium light<input type="checkbox"/> Podium Banner<input type="checkbox"/> Microphone / Lapel Microphone<input type="checkbox"/> Emcee<input type="checkbox"/> Printed Program<input type="checkbox"/> Volunteer to cue participant <p>FOOD/TABLES</p> <ul style="list-style-type: none"><input type="checkbox"/> Napkins<input type="checkbox"/> Forks<input type="checkbox"/> Spoons<input type="checkbox"/> Knives<input type="checkbox"/> Cups<input type="checkbox"/> Coffee Cups<input type="checkbox"/> Condiments (salt/pepper, sugar, creamer, stirrers)<input type="checkbox"/> Ice<input type="checkbox"/> Serving utensils<input type="checkbox"/> Serving dishes<input type="checkbox"/> Burners<input type="checkbox"/> Tablecloths<input type="checkbox"/> Tables<input type="checkbox"/> Chairs<input type="checkbox"/> Centerpieces <p>REGISTRATION TABLE</p> <ul style="list-style-type: none"><input type="checkbox"/> Chairs<input type="checkbox"/> Tablecloth<input type="checkbox"/> Small wastebasket<input type="checkbox"/> Nametags<input type="checkbox"/> Pens/Markers<input type="checkbox"/> RSVP list<input type="checkbox"/> Change Bag<input type="checkbox"/> Credit Card slips<input type="checkbox"/> Credit Card machines	<p>STAFFING/VOLUNTEERS</p> <ul style="list-style-type: none"><input type="checkbox"/> Registration<input type="checkbox"/> Set-up/Tear-down <p>OTHER</p> <ul style="list-style-type: none"><input type="checkbox"/> Tickets for door prizes/giveaways<input type="checkbox"/> Box or basket to collect tickets for drawing<input type="checkbox"/> Printed programs<input type="checkbox"/> Giveaways or favors<input type="checkbox"/> HAO or Sponsor Banners<input type="checkbox"/> Trash cans<input type="checkbox"/> Trash bags<input type="checkbox"/> Extension Cords<input type="checkbox"/> Liquor License<input type="checkbox"/> Golf Hole Signs<input type="checkbox"/> Request appeal code before distributing brochures<input type="checkbox"/> Send brochure to HAO for approval prior to distribution<input type="checkbox"/> Submit E-communication Request Form to have your group's event added to the alumni calendar. <p>SUPPLY BOX</p> <ul style="list-style-type: none"><input type="checkbox"/> HAO materials<input type="checkbox"/> Tape<input type="checkbox"/> Scissors<input type="checkbox"/> Markers & Pens
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