

Event Title	
Date & Time	
Staff Member Responsible during event	-Needs to stay during event -Only Intro needed, do not need to stay -Stay in the building during event
Staff member who booked the program	
Presenter Name& Contact Information (Phone, email and address)	
Presenter arrival time	
Our laptop needed	
Presenter laptop	
Projector	
Room Seating	
Food	
Paper Goods	
Notes/Comments -Pictures needed -Attendance on calendar	
Attendance	

Please give a copy to the staff member running the program that day and the supervisor for the night/weekend.