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	Event Title	
Responsible during event -Only Intro needed, do not need to stay -Stayf 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	Date & Time	
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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	booked the program	
Our laptop needed Presenter laptop Projector Room Seating Food Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Contact Information (Phone, email and	
Presenter laptop Projector Room Seating Food Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Presenter arrival time	
Projector Room Seating Food Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Our laptop needed	
Room Seating Food Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Presenter laptop	
Food Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Projector	
Paper Goods Notes/Comments -Pictures needed -Attendance on calendar	Room Seating	
Notes/Comments -Pictures needed -Attendance on calendar	Food	
-Pictures needed -Attendance on calendar	Paper Goods	
Attendance	-Pictures needed -Attendance on	

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