Our Event Production Plan
Date
Event Time
Event Location

TIME	What Tasks Need to be Completed/Event Timing
4:00 PM	Union staff will have room set
4:00 PM	Student Org Staff will have access to room
4:30 PM	• John picks up the speaker from the airport • Signs guiding attendees to the ballroom posted • Registration table set up
5:15 PM	
6:00pm	

Supplies Needed:
- 3 Parking passes
- Reserved signs for VIPs
- Signs for check in table
- Clear 8 1/2 x11 stands for each table
- Sign-up sheet for more information on our org –
- Packets of handouts
- Markers, Tape, Extra Paper