# Event Planning Documents—Examples

## Tic Toc

### Navigating the Beltway: How to Get a Job on the Hill

Senate Room 207 (Mansfield Room)  
Tick Tock  Revision 1 - 7/10

<table>
<thead>
<tr>
<th>Activity /Personnel/ (LOCATION)</th>
<th>Venue or Team</th>
</tr>
</thead>
</table>
| **3:30 PM**  
Registration Materials Check  
*Remember I’m voting for cards, pushback gum, one-pagers, magazines, sign-in sheets, speaker tote-bags, time cards. Please do not take any Campus Progress banners.* | Artair/Terri |
| **4:30 PM**  
Leave office for E Capitol St NE & 1st St NE | Paula/Rosanna/Artair/Terri |
| **5:00 PM**  
Arrive at Mansfield Room | Paula/Rosanna/Artair/Terri |
| **5:00 PM**  
Check in with security to ensure they have RSVP list. | Artair |
| **5:00 PM-6:00 PM**  
Meet Speakers/Show them to Room/Talk them through event | Paula |
| **5:00 PM**  
Place time cards on seat in front row. | Terri |
| **5:00 PM-5:15 PM**  
Registration Set Up/Ensure noone enters the room. | Terri/Artair |
| **5:00 PM-5:15 PM**  
Room Check | Rosanna |
| **5:15 PM-5:30 PM**  
Staff Registration Table/Ensure that no one enters the room | Terri/Artair |
| **5:15 PM-5:30 PM**  
Please check that food is set up, chairs are set theater style with an aisle down the middle, 8 wireless mics, 6 glasses of water for panel |  |
| **5:15 PM-5:30 PM**  
Mic Check | Paula/Rosanna |
| **5:30 PM**  
Doors Open/Pre-Reception Begins | Mansfield Room |
| **5:50 PM**  
Usher people from lobby to their seats | Artair/Rosanna |
| **5:55 PM**  
Usher people in the room into their seats | Artair/Rosanna |
| **5:55 PM**  
All the speakers are seated and micd | Paula |
| **6:00 PM**  
Rosanna and Artair are positioned at doors | Rosanna and Artair |
| **6:00 PM**  
Terri takes her seat and starts the clock | Terri |
| **6:00 PM**  
Program Begins | Paula |
| **6:00 PM-6:10 PM**  
Introduce CP/Event | Paula |
| **6:10 PM-6:30 PM**  
Panelists introduce themselves | Sam/Christine/Tracey/Jason |
| **6:30 PM-6:45 PM**  
Moderator asks Panelists Questions | Paula+ Sam/Christine/Tracey/Jason |
| **6:40 PM**  
Ensures Q&A mics are hot | Rosanna |
| **6:45 PM-7:10 PM**  
Q&A | Panel+Audience |
| **7:10 PM**  
Paula thanks everyone for coming. Acknowledges panelist and staff and lets everyone know that panelists will stay for post-reception. | Paula |
| **7:15 PM**  
Pack up registration table, ensure speakers receive tote bags, mingle with guests. | Team |