## **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

Tues., July 15, 2008	Activity /Personnel/ (LOCATION) >Goal	Venue or Team
3:30 PM	Registration Materials Check	Artair/Terri
	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.	
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
	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/Jasor
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. Acknowlegdes 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