

FACILITIES & ARRANGEMENTS CONTINUED

OTHER LOGISTICS	Person Assigned	Phone Number	Date Received	Date Completed
Background Music				
Weather Contingencies				
Decorations				
Gift Presentations				
Audience Response Cards				
Other:				
OUTSIDE VENDOR	Person Assigned	Phone Number	Date Received	Date Completed
Flowers				
Radios				
Other:				
Other:				
TRANSPORTATION	Person Assigned	Phone Number	Date Received	Date Completed
Transportation to/from location				
Other:				
HOUSING	Person Assigned	Phone Number	Date Received	Date Completed
Housing of Special Guests				
Hotel/Motel List				
Other:				
PROGRAM (Printed)	Person Assigned	Phone Number	Date Received	Date Completed
Design				
Content				
Printing				
Donor Pages				
Ad Pages				
Solicitation External				
Solicitation Internal				
Other:				
PROGRAM (Event)	Person Assigned	Phone Number	Date Received	Date Completed
Overall Design				
Host				
Music				
Dance				
Speakers				
Power Point				
Other:				
Other:				