

Sample Pre-event Checklist

10/5/05

QIC - Day

Monday, October 10, 2005

Starts 7:30 a.m., Preparations Done by 7:00 a.m.

What	Who	Done	What	Who	Done
Coffee	Lindle		Parking	X	
Coffee Pot	Lindle		Answering Machines	X	
Cream/Sugar	Lindle		Notice to Customers	Leslie, Laura	
Spoons	Lindle		FAXes to Customers	Leslie, Laura	
Coffee Cups	Lindle		Put Notice Up	Leslie, Laura	
Orange Juice & Milk – Buy Monday a.m.	Debbie		Notice On Gates	Clay	
Orange Juice & Milk-Put Out	Debbie/Lynda		Teasers	Lynda	
Donuts	Debbie		Wear T-Shirts	All	
Order Food – Breakfast	Debbie		Notify Len	Rob	
Pickup Food – Breakfast	Debbie		Notify TMO	Rob	
Order Food – Lunch	Dawn		Notify Chaplains	Lee	
Pickup Food – Lunch	Susan		Temps List	Lee	
Return Food – Lunch	Dawn/Lynda		Assign Tables	Linda F	
Ice	Clay		Name Tags	Linda F	
Cokes	Clay		Make Certificates	X	
Checks for Food	Randy		Prepare Certificates	X	
Set up tables/chairs – Friday Afternoon	Nathan, Nick, Renee		Game	Lynda	
Order Markers	X		Facilitating	X	
Order Flip Charts	X		Questions	X	
Flip Charts	George		Handouts	Bobby	
Easel #1	George		Follow Up	Becky	
Easel #2	George		Video Tape	X	
Markers	George		Video Handout	X	
Decorate – Friday Afternoon	Brandi, Jean, Stephanie, Laura		Buttons	Lee	
Remove Silk Trees	X		Door Prizes	Lynda H	
Masking Tape	X		Baskets	Tonya	
1 Projector/Computer	Randy/Douglas		Stickers	Tonya	
1 Extension Cord	Randy/Douglas		Baton	X	
TV/VCR Dual Set up	X		Ice Breaker	X	
Pens & Pencils	Linda F		Julian Calendars	X	
Camera	Lynda, Jim L		Agendas	Bobby	
Film	Lynda, Jim L		PR Mailer	X	
Cow Bell	Bobby		Thank You's	Bobby	