



<b>Event Listing</b>	<b>Who/What/When</b>		
Event Date			
Event Time			
Venue			
Speaker (s)			
Title			
Admission (Ticketed)			
Audience Estimate			
Public Y/N			
Q&A/Panel/Forum			
<b>Event Coordination</b>			
<b>Staff</b>		<b>Additional Staff...</b>	
Lead Logistics			
Lead Event sponsor			
Public Safety role			
Tech. Support			
<b>SMC Welcome</b>			
MC		<u>Internal Publicity</u>	
Greeters		Web listing	
Ushers		Digital Signage	
Microphone Handlers		Bulletin	
<b>OCC Support</b>			
Media Relations		Stage signage	
Creative Grp.		Facility Signage	
Editorial		<u>setup</u>	
<b>Facility Support</b>		theater	
Chairs/tables		rounds	
Lighting		rectangle	
Audio/Visual		Media location (inside)	
<b>Food/Drink Options</b>		Media location (outside)	