

[EVENT] - Staff Assignments/Timeline

[Day, Date]

[Location]

<u>Report Time</u>	<u>Responsibility</u>	<u>Name</u>	<u>Job Description</u>	<u>Room</u>
10 a.m.	Event Coordinator		*Coordinate event logistics	Ballroom/Lobby
10 a.m.	Caterer Liaison		*Handle catering logistics	Ballroom
10 a.m.	Program/Speaker Coordinator		*Execute program, assist participants	Ballroom
11 a.m.	Greeters		*Greet guests and direct to check in, restrooms, ballroom	Hotel Lobby
11 a.m.	Check-In Table		*Greet guests, check off list, direct to place card table	Ballroom Lobby
11 a.m.	Alumni Table		Greet Alumni/Retiree Chapter guests	Ballroom Lobby
11 a.m.	Table Ushers		Assist with guest seating	Ballroom
11 a.m.	Photographer		Document and photography event and honrees	Ballroom/Ballroom Lobby
11 a.m.	AV		Handle audio visual needs of the program	Ballroom