

[EVE

<u>Report Time</u>	<u>Responsibility</u>	<u>Name</u>
10 a.m.	Event Coordinator	
10 a.m.	Caterer Liaison	
10 a.m.	Program/Speaker Coordinator	
11 a.m.	Greeters	
11 a.m.	Check-In Table	
11 a.m.	Alumni Table	
11 a.m.	Table Ushers	
11 a.m.	Photographer	
11 a.m.	AV	



NT] - Staff Assignments/Timeline

[Day, Date]

[Location]

<u>Job Description</u>	<u>Room</u>
*Coordinate event logistics	Ballroom/Lobby
*Handle catering logistics	Ballroom
*Execute program, assist participants	Ballroom
*Greet guests and direct to check in, restrooms, ballroom	Hotel Lobby
*Greet guests, check off list, direct to place card table	Ballroom Lobby
Greet Alumni/Retiree Chapter guests	Ballroom Lobby
Assist with guest seating	Ballroom
Document and photography event and honrees	Ballroom/Ballroom Lobby
Handle audio visual needs of the program	Ballroom
