

EVENT ORDER FORM

Name of Meeting: _____

Date of Meeting: _____

Time of Meeting: _____

TO DO for Secretarial staff

- ____ Agenda-1 week prior to participants
- ____ AVATAR (fill out AVATAR setup form)
- ____ Copying (48 hours notice)
- ____ Order food (see below)
- ____ Reminder to participants via AVATAR
- ____ Room setup form (deliver to Al Martinez/48 hour notice)
- ____

MATERIALS for Facilitator

- ____ Easel pads
- ____ Extension cords
- ____ Food:

- ____ Coffee
- ____ Dinner
- ____ Lunch
- ____ Snacks _____
- ____ Table candy
- ____ Water

- ____ Markers
- ____ Name Tags
- ____ PD Boxes (w/post-its)
- ____ Table Groupings? (Name of groups?)
- ____ Table Tents
- ____ Sign-in sheets

Other items:

Setup/cleanup: _____

Notes: _____
