

**EVENT NAME
STAFF ASSIGNMENTS**

EVENT INFORMATION		
EVENT NAME		
DATE OF EVENT		
BOOKING TIME		
EVENT START TIME		
LOCATION		
# OF ATTENDEES		
CONTACT INFORMATION		
NAME		
DEPARTMENT		
PHONE NUMBER		
EMAIL ADDRESS		
CATERING		
REGISTRATION 11:30 A.M. – 12:00 P.M.		
LUNCH 12:30 P.M. – 3:00 P.M.		
VOLUNTEER ARRIVALS		
Volunteer Report Time 8:00 A.M. – 3:00 P.M.		Event Coordinator Asst. Event Coordinator
9:00 A.M. – 3:00 P.M.		Volunteer Coordinator Tech Liaison MCTV Greeter
10:30 A.M. – 3:00 P.M.		Greeter Greeter Greeter Greeter Reception Desk-Name tag Reception Desk-Name tag Courtesy Desk-Nametags-Seating-Issues Courtesy Desk-Nametags-Seating-Issues Table Users Table Users Photographer Coordinator Photographer Photographer Assistant Raptor Raptor Handler Student Quartet Student Quartet

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11:45 A.M. – 12:30 P.M.		Program/Speaker Coordinator
1:15 P.M. – 2:00 P.M.		Greeters Greeters
PROGRAM		
12:05 P.M.	Welcome	
12:30 P.M.	Program Begins	
12:45 P.M.	Remarks	
	Dr. Williams Remarks	
12:50 P.M.	Remarks	
1:00 P.M.	Student Remarks	
1:10 P.M.	Program Ends	
VENDOR		
9:00 A.M.	Florist	Setup completed by 11 A.M.
10:00 A.M.	MC Student Quartet	Performance start time at 11:00 A.M.
11:00 A.M.	Raptor:	Raptor Dressing Room
11:30 A.M.	Photographer:	Handler:
EVENT CONTACT INFORMATION	NAME	PHONE NUMBER
Marriott Senior Event Manager		
Luncheon Leader		
Event Coordinator		
Asst. Event Coordinator		
Volunteer Coordinator		
Caterer Liaison		

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MC Liaison with Marriott AV Support Staff		
MCTV Tech		
Marriott Senior Director of of Event Technology		
ENCORE Senior Sales Manager		
Reception Desk-Name tag Dist. Student		
Reception Desk-Name tag Dist. Donor		
Raptor		
Raptor Handler		
MC Jazztet Coordinator		
Photographer		
Photographer Handler		
PARKING INFORMATION		