

ITEM	TASK	DATE	BY WHOM	CONFIRMED
CONFIRM				
SPEAKERS	CONTACT			
TIME/MEET & GREET				
ISSUE ENTRANCE BADGE				
SEND CAR PARK/MAP				
RUNNING ORDER				
ENTERTAINERS	CONTACT			
TIME/MEET & GREET				
ISSUE ENTRANCE BADGE				
SEND CAR PARK/MAP				
RUNNING ORDER				
VIPS				
TIME/MEET & GREET	CONTACT			
ISSUE ENTRANCE BADGE				
SEND CAR PARK/MAP				
CONCESSIONAIRES	CONTACT			
LOCATION ON SITE				
TIME OF ACCESS				
DEPARTURE				
ENTRANCE BADGE				
MEDIA				
UPDATED PRESS RELEASE	ISSUE			
TIME/MEET & GREET	CONTACT			
ISSUE ENTRANCE BADGE				
SEND CAR PARK/MAP				
RUNNING ORDER				
VIP AREA	CHECK			
PRESS AREA	CHECK			
BACKSTAGE	CHECK			