

ITEM	TASK	DATE	BY WHOM	CONFIRMED
SPEAKERS				
MEET & GREET	CHECK			
RUNNING ORDER	CHECK			
LISTEN TO SPEECH				
KEEP TO TIME	CHECK			
ENTERTAINERS				
MEET & GREET	CHECK			
RUNNING ORDER	CHECK			
VIEW PERFORMANCE	CHECK			
KEEP TO TIME	CHECK			
VIPS				
MEET & GREET	CHECK			
INTRODUCE TO OTHER VIPS	CHECK			
ARE THEY HAPPY	CHECK			
CONCESSIONAIRES				
CORRECT LOCATION	CHECK			
TIME OF ARRIVAL	CHECK			
DEPARTURE	CHECK			
QUALITY OF SERVICE	CHECK			
MEDIA				
MEDIA AREA	CHECK			
MEET & GREET				
UPDATE	CHECK			
INTRO. TO VIPS	CHECK			
INTERVIEWS	CHECK			
VIP AREA –ALL DAY	CHECK			
PRESS AREA – ALL DAY	CHECK			
BACKSTAGE	CHECK			