

| ITEM | TASK | DATE | BY WHOM | CONFIRMED |
|-------------------------|----------------|------|---------|-----------|
| SPEAKERS | | | | |
| PAYMENT | CONFIRM | | | |
| DEPARTURE | | | | |
| ENTERTAINERS | | | | |
| PAYMENT | CONFIRM | | | |
| DEPARTURE | | | | |
| VIPS | | | | |
| DEPARTURE | CONFIRM | | | |
| THANK YOU LETTER | CHECK | | | |
| CONCESSIONAIRES | | | | |
| PAYMENT/FEE | CONFIRM | | | |
| MEDIA | | | | |
| DEPARTURE | CHECK | | | |
| FOLLOW-UP PRESS RELEASE | FOLLOW THROUGH | | | |
| COVERAGE ACHIEVED | CHECK | | | |
| VIP AREA | CHECK CLEARED | | | |
| PRESS AREA | CHECK CLEARED | | | |
| BACKSTAGE | CHECK | | | |

Version 1 - 12/04