



**Tuesday
October 17, 2017**

Pre-Event Checklist (October 16)

Place at Registration Table

- ☐ Registration Attendee List
- ☐ Registration Table pens & highlighters
- ☐ Continuing Education Credits Request List (for Attendee Sign-up)
- ☐ Name Badge Holders (175)
- ☐ Disney Name Badges
- ☐ Sign-In Sheets (15 blank pages)
- ☐ Name Tents for Registration Table w/Stands??
- ☐ Event Sign (for Easel)

Food Set Up

- ☐ Cookie Trays (3)
- ☐ Yogurt & Granola Bars
- ☐ Spoons
- ☐ Water cases
- ☐ Tablecloths (3 from Rochester College)

Other

- ☐ Attendee Disney Certificates (if delivered in time)
- ☐ Table Centerpieces
- ☐ Selfie Stick & Frame
- ☐ Balloons w/Ribbon
- ☐ Gift Bags??
- ☐ Upcoming Events Handouts
- ☐ Children's Charity Recipient for balloons (announce at program)
- ☐ Email to Disney Attendees

Additional Items Checklist

- ☐ Diagram of event room for Disney Facilitators
- ☐ Site Visit for Disney Facilitators w/Walk-thru and Rochester College A/V person scheduled for Monday, 10/16/17 @ 4:00 PM
- ☐ Event location open for arrival of staff to set up by 7:00 AM
- ☐ Registration & Breakfast (coffee, tea, water, pastries, and fruit) start at 8:30 AM
- ☐ Room set up for 200 attendees at round tables (10 per table)
- ☐ 3-4 Tables set up in back of room for breakfast, lunch, and PM snack
- ☐ Table at front of room for facilitators
- ☐ Microphones for facilitator
- ☐ Meeting Coordinators (Aubrey Knapp) for Registration
- ☐ Meeting Coordinators' complimentary attendee (Ann Bruttell)
- ☐ 6 Tables outside room for registration, ATD Detroit Membership and sponsors
- ☐ Easel outside room for signage; Signage outside Rochester College building
- ☐ Breakfast scheduled for 7:45AM setup by Aladdin Catering
(assorted pastry baskets – 5, bagel dozens – 3, Danish dozens – 2, coffee, tea); (EJ – fruit, yogurt, and water)
- ☐ AM Break @ 10:30 AM
- ☐ Lunch (box lunches) scheduled for 12:30 PM
- ☐ PM Break & Snack @ 2:30 PM
- ☐ 90-Min Disney Development Session for Rochester College Staff scheduled for Wednesday, 10/18/17 @ 8:00 AM (up to 200 max)
- ☐ ATD Detroit Contact: Esther Jackson, 313-000-0000 (Event Coordinator)
EstherLJackson@hotmail.com



Schedule Overview

Oct 16 (Mon) - Site visit/Walk-thru w/Disney Facilitators @ 4:00 pm
(Attendees: Esther Jackson, Mark Matheis, Jack Santiago, and Rochester Staff)

Oct 17 (Tue) - Disney Full-Day Program

7:00 am - ATD Detroit Board Arrival @ Rochester College

7:30 am - Disney Facilitators' Arrival @ Rochester College

8:30 am - Disney Program Registration & Breakfast begins

9:00 am - Disney Program begins

10:30 am - 11:00 am - AM Break

12:30 pm - 1:30 pm - Lunch

2:30 pm - 3:00 pm - PM Break

5:00 pm - Disney Program ends

Oct 18 (Wed) - Disney 90-Minute Session (Rochester College Staff only)

7:00 am - Disney Facilitator Arrival @ Rochester College

8:00 am - Disney Session begins

9:30 am - Disney Session ends

Disney Program (October 17th) Announcements @ Opening

- ☐ Break Schedule (to be announced by facilitators)
- ☐ Emergency Exits
- ☐ ATD Detroit thanks Mayor Barnett of Rochester Hills
- ☐ ATD Detroit thanks Rochester College for hosting
- ☐ ATD Detroit Membership Info Table
- ☐ Selfie Station
- ☐ Sign up for Continuing Education Credits (must be signed in for the program and registered as well)
- ☐ Thank you and we are sure that you will enjoy the program.