

[EVENT] - Staff Assignments/Timeline [Day, Date] [Location]

eport Time	Responsibility	<u>Name</u>	Job Description	Room
	Event Coordinator	<u>ivanic</u>	*Coordinate event logistics	Ballroom/Lobby
LO a.iii.	Event coordinator		Coordinate event logistics	Built Collin, Lobby
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10 a.m.	Caterer Liaison		*Handle catering logistics	Ballroom
10 a.m.	Program/Speaker Coordinator		*Execute program, assist participants	Ballroom
11 2 m	Crastors	T		
11 a.m.	Greeters		*Greet guests and direct to check in, restrooms, ballroom	Hotel Lobby
			I .	
11 a.m.	Check-In Table		*Croot guests about off list direct to place card table	Dollroom Lobby
			*Greet guests, check off list, direct to place card table	Ballroom Lobby
11 a.m.	Alumni Table		Greet Alumni/Retiree Chapter guests	Ballroom Lobby
11 2 12	Τ	T		
11 a.m.	Table Ushers		Assist with guest seating	Ballroom
	Tuble Osliers		7.55.50 With guest seating	Balli Golli
		<u>I</u>		
11 a.m.	Photographer		Document and photography event and honrees	Ballroom/Ballroom Lobby
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11 a.m.	AV		Handle audio visual needs of the program	Ballroom