

DAY OF EVENT TO DO'S

SIGNAGE

Principles

Law

Theme

Be prepared to be surprised

Meeting room/Meeting time grid

News Room

Arrows, as needed

Space Labels, as needed

Signage identifying the space

TABLES

Registration
(with registration list, name tags)

Coffee, tea, food

Resources table

News Room (with computers, 1 printer, copy of registration list
for reference)

MICROPHONES

ROOMS

Main circle: session paper, markers

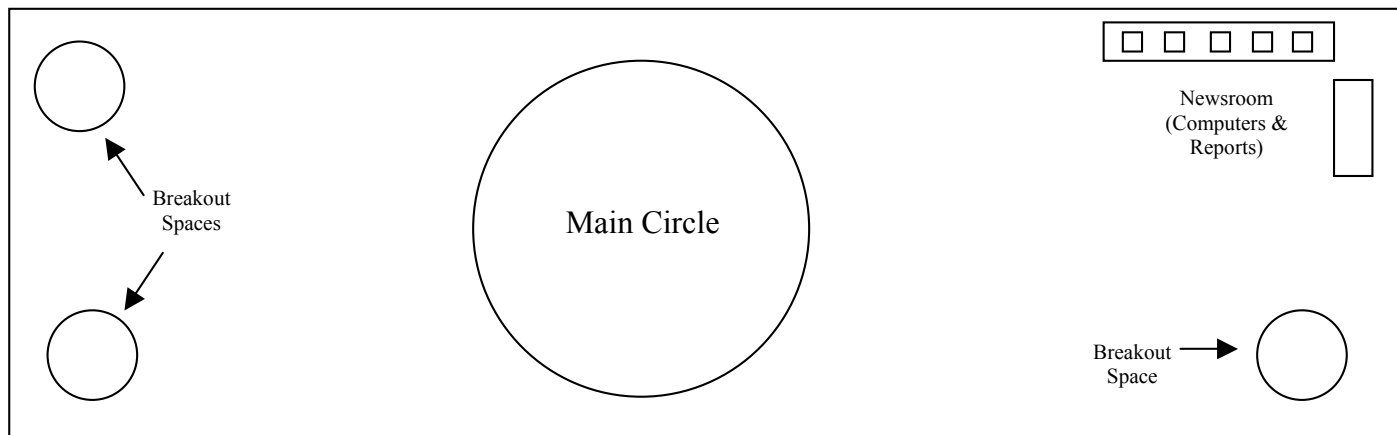
Break out rooms:
chart paper, markers, tape, convener responsibilities sheet

Tape on the agenda wall

Coat Rack

Tuesday, AM			Tuesday, PM			Wednesday, AM			Wednesday, PM				
	9:30	11:00	12:30	1:30	3:00	4:30-5:00	8:30	9:00	10:30	12:00	1:00	2:30	4:00-5:00
Room A	Room A 9:00	Room A 10:30	12:30	Room A 1:30	Room A 3:00	12:30	12:30	Room A 9:00	Room A 10:30	12:30	Room A 1:30	Room A 3:00	12:30
Room B	Room B 9:00	Room B 10:30		Room B 1:30	Room B 3:00			Room B 9:00	Room B 10:30		Room B 1:30	Room B 3:00	
Room C	Room C 9:00	Room C 10:30		Room C 1:30	Room C 3:00			Room C 9:00	Room C 10:30		Room C 1:30	Room C 3:00	
Room D	Room D 9:00	Room D 10:30		Room D 1:30	Room D 3:00			Room D 9:00	Room D 10:30		Room D 1:30	Room D 3:00	
Room E	Room E 9:00	Room E 10:30		Room E 1:30	Room E 3:00			Room E 9:00	Room E 10:30		Room E 1:30	Room E 3:00	

Generic Room Layout



PRINCIPLES

- Whoever comes are the right people.
- Whatever happens is the only thing that could have.
- When it starts is the right time.
- When it's over, it's over.

THE LAW OF TWO FEET

