

# Logistics Checklist

IMPORTANT -

- Judy's tickler file:  
Dale Chodorow, RTPnet advisor, will probably come by early and not stay.

Dietary Needs: Vegetarian - Hemant Patel  
vegetarian - Claire Hermann  
dairy allergy - non-life threatening - Elizabeth Rack

For people who register for the reception only, I'm inviting them to come early to attend afternoon sessions. Lee Ann Brown says she will try to.

Carolyn Kohring: I wish there was a place for "send a note to the conference planners." I marked don't include my information. I have no problem with including my name, position, organization, and email. I don't want my home address and phone number added. I replied: I think we can list you without address and phone.

"Dave Moffatt" <dadmoffatt@yahoo.com>, Due to a recurrent injury that often prevents me from traveling, I truly don't know if I'll make the conference, so please release these scholarship funds to someone else. Told him I'd keep his registration.

Lisa Miller, scholarship, happy to volunteer in any needed capacity. I think she's doing video.

Marjorie Fowler offered to help out in whatever way we need. Out of town 6/16 and be back on 6/20

Judy is out of town June 20-22. Plan to give Donna final count before I go. We can go up but not down.

Nancy out of town Fri through Monday afternoon.

NetSquared t-shirts

What needs to be done with social media stuff?

Items for the drawing: Books -- Internet Management for Nonprofits, #Socialmedia Nonprofit Tweet (2 copies), The Nonprofit Marketing Guide: High-Impact, Low-Cost Ways to Build Support for Your Good Cause (Kivi will bring with her), The Idealware Field Guide to Software for Nonprofits (Nancy will bring), more books are on the way, one small We Are Media t-shirt, 2 NTEN messenger bags, 2 NTEN mugs

- - Tani has cups; Nancy will do labels.

Video: I bought 12 AA Duracell rechargeable, pre-charged batteries. Need 8 more and will check that they are charged. Trish will bring 10 flip cameras. Nancy will bring 3 tripods. We have 4 people to man the cameras. I will follow up with them. I plan to bring my old laptop and Acer to copy the videos to. Trish said she has a laptop she can bring. Sean said he has one too.

- - Plan to get video off those laptops to whoever is responsible for putting it somewhere? Or is that handled? - Nancy

- Trish said in email to me 6/13 "I know how to operate the Flip cameras, to get recordings off them, and to transfer the files from one computer to another." - Judy

JUDY's TODO list:

Finish evaluation form

Ask Donna about second screen, number of electrical outlets near the front of the room. Will need one for the computer for copying video to. Check special needs with her. DONE

Turn in final number before I go to the beach, probably by email 6/18. Number can go up, not down. Decided whether or not we can use classroom setup: Max for classroom: Redbud 90, Windflower and Bellflower 42.

Check presenters needs. Email presenters who didn't return them. DONE

Send presenters needs to Nancy. DONE the ones I had

Order food. DONE

How to transfer the video files from one computer to another. DROP

Check on computers -- how many do we have, who's is being used for what

On June 14 & 15 send news releases, email lists again. DONE 6/16

June 16 send email again to those who have not sent checks. I suggest keeping them on the attendees list, but pulling nametags aside.

Send email to NCTech4Good and 501 Tech lists promoting reception. DONE

Send email to attendees to bring business cards for drawing.

Send email to attendees about restaurants and hotels

Print instructions for using flip cameras for the volunteers doing video

[http://www.ehow.com/how\\_4546191\\_use-flip-camera.html](http://www.ehow.com/how_4546191_use-flip-camera.html) DROP

Email to scholarship people -- need a couple of photographers to post on Flickr. Note takers can post on their blogs and tweets.

- Saturday, June 12 - at Tani's in Raleigh to assemble name tags, etc.  
I have registration dates:  
May 17 - May 31: Early-bird registration  
June 1 - June 18: Regular registration  
Should I change June 18 to June 11?  
Changed to June 10 - Judy Changed back to June 18.
- Next meeting Tuesday, April 13, 10:30 am - Freeconferencecall.com - 712-451-6000, pin 315312#

Tasks for scholarships. Here's what I have for the scholarship form:

- Lead a group to dinner Thursday evening -- Drop
- Lead a group to dinner Friday evening -- Drop -- people on scholarship probably can't afford dinner at a good restaurant

- **Help at the registration desk** -- to see who registered with this, login (bottom bar) as staff with teststaff, click CiviCRM (top left), click Search, Find participants, in Volunteer work select Help at the registration desk.
- **Help prepare conference materials**
- **Write up my notes and send them in**

Who is bringing laptops? (Be sure to backup files, check screen savers) -- Nancy, Judy, Paula

Who is loading presentation materials on which laptops?

When do we need presentation materials by? **June 21 -- Judy**

Coordination with other groups (need to synch this with the [timeline](#))

- We need access to the registration info (names-*\*must\** be first/last separately, e-mail, affiliation, city, regid) **What is regid? Judy**
- We need access to the program info (topics, agenda, speakers)
- We need a print version of the logo (may need to be higher res than the web version)
- Logistics for the reception (drink tickets? **Why?** , other ticket?, how are those not attending the conference registering? **A separate registration form**)
- If there is a drawing for prizes, we'll want those special tickets -- two with the same number, one to keep, one to put in the bowl
- Onsite registration cash/check only unless finance committee has another plan (and handles onsite payments by credit card/PayPal). Registration/web info should be clear on this.

For the web site **Done - under Travel -- Judy**

- Map of the area and parking tips -- [http://fridaycenter.unc.edu/images/fc\\_parkingmap.jpg](http://fridaycenter.unc.edu/images/fc_parkingmap.jpg)
- Information on hotels -- <http://fridaycenter.unc.edu/fc/hotels.html>
  - Do we contact 3 or 4 to see if we can find one interested in offering a "good" rate to meeting attendees?
- Information on restaurants -- <http://www.visit Chapel Hill.org/dining/list/c/restaurants/>
- Area attractions -- <http://www.visit Chapel Hill.org/activities>

Confirmation of registration

- Message to confirm registration
- Message on June 17, include info on where to park.
- Message on June 22, reminder of where to park.

What we need from sponsors or to be purchased

- Pens
- Pads
- Name tags, badge holders, lanyards, etc
  - Sponsors may be excited about opportunity to brand these
  - Paula has 100 to donate. Logistics committee is planning to order 100 4x3 with white elastic cord that would match these. We'll collect leftovers and donate back to Paula. If a sponsor has some to donate we'll deal with it at that time.

Registration packets

- **What do we want here? Portfolios? Bags? Envelopes? What's the budget? Can someone provide a couple of cost estimates?**
  - If gift bags, program would be 5.5x8.5 (folded booklet)
  - If portfolio, program would be 8.5x11
- Attendee list (minimalist - name/organization)
- Agenda
- Speaker bios
- Floor plan with our rooms marked: <http://fridaycenter.unc.edu/fc/flplan.htm>
- Pen
- Pad
- Name tags
  - Ribbons/other for speakers, volunteers, ???
  - Paula has sponsor and presenter; Tani will order "meeting planner"

## Materials for the day of

- Basket for folks to return their name tags
- Tape (painter's tape for flip charts/signs)
- Tape for electrical wires?
- Flip chart pads (Postit - more expensive - or plain?)
- Signs
  - indoor (session topics, general directions)
  - outdoor (parking) - and mounting devices
  - See [separate list](#)
- Stapler
- Name tags for walk-in registrants
- Big safety pins (?)
- Clip boards

## Things we'll get from the Friday Center

- Flip chart easels
- Sign easels

## Audio/Video

- Get details from Friday Center regarding A/V accommodations
- Send simple description of A/V accommodations to each speaker
- Keep a kit of adapters, cords, and gadgets for common needs
  - 3-prong -> 2-prong ACI think the Friday center is all 3-prong. If we make sure our extension cords are 3-prong, do we need these? Liability? -Nancy Shoemaker 3/31/10 4:23 PM
  - DVI -> VGA
  - Cat5E network cable
  - VGA cable
  - Presenter mouse
  - Laser pointer?
  - Others
- Know who can provide A/V support and how to contact them.
  - Does the Friday Center provide this?

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