

People to Know

Emily: General Assembly touchpoint.

Seamus: RiNo Beer Garden Contact, General Manager

Rachel: Volunteer Quordinator

7:30-9:45 am Setup

Skyler, Kelsey, Rachel, Daniela, Andi arrive at 7:30 am

Kianna, Scott, Sarah arrive at 8 am

- **Set up chairs**
 - 75 in the auditorium, need an additional 60-75. Would rather add more later than remove some.

- **Stage Setup**
 - Matchbox Blocks
 - Banner?
 - Table w/ computer on it

- **Registration table (2 People)**
 - Square pay
 - Figure out how to use square + Eventbrite to sell tickets at door.
 - Charging block
 - 2 phones
 - Download Eventbrite Organizer app
 - Comped Ticket List (Speakers, vendors, etc)
 - Nametags
 - Sharpies
 - Field Notes & Zine bundle
 - Stickers? Stamps?
 - Parking Vouchers

- **Breakfast table & spread**
 - Table - Neer power outlet
 - Fruit Spread - serving utensils
 - Bagels delivered by Woodgrain at 9am (they are providing utensils and plates but we will buy some backup just in case.)
 - Toaster
 - Plates

- **Coffee**
 - Table - Neer power outlet
 - Everything provided by Boxcar

- Will someone stand behind the table?
- **Print materials, banners**
 - Signs out front of Industry and back
 - 1 outdoor and 1 indoor banner
 - Design wall sign (a-frame eisel)
- **Test presentation**
 - Video sound
 - Animations
 - Transitions
 - Notes
 - Clicker

General

- **Travis** the videographer will be setting up in the morning, hoping to get him access to the soundboard.
- **Kiwi** of Craft Boner sets up - need 1-2 tables.
- **Tanner** of Moore Collection setting up, I think he has his own tables.
- Speakers can arrive at 9 am if they would like to look at the stage and presentation setup.
- Find a place for drinks and snacks.
- Keep bottles of Upstart on r ng over the parking sign.

COMPLETE set up by 9:45 am

9:45-10:20 am

Registration, Coffee, Bagels and fruit spread.

Location: Outdoor patio, this may overflow with everyone.

Registration Table

- Check people in on Eventbrite app
- Tell people to make their way into the auditorium at 10:15 am, talks begin at 10:20 am
- Parking vouchers
- Give everyone a Field Notes & Zine bundle
- *If people ask: No assigned seating. Lunch is on us.*

RUN

- Buy Ice
- Cinderblocks for design wall (5)

10:15 am

Begin to herd people into the auditorium.

10:20 am

Opening remarks begin. Make sure everyone is seated. 1 person stays at the reg table for stragglers.

10:30 am - 12:00 pm — Lunch Prep

Speaker Session 1

- Set up Oh Heck Yeah game with Brian
- Betterish will set up the meet cart
 - Need 1 table for her.
- Snacks around venue
- Drinks in ice
- Find space for food trucks
- Set up Cornhole

12:00 pm

Stuart - Photographer shows up (from noon-6:30)

2:35-2:55 pm**ALL HANDS**

4 Volunteers passing out Snow Melt to the crowd, we will assign sections. Make this fun and playful.

3 Volunteers moving furniture on stage.

Leave a drink on stage for each panelist.

3:00 - 3:30 Pre break prep

- Drinks in ice chests
- Snacks out
- Games
- Lunch cleaned up
- Find spot for Upslope



3:45 / 4:00 - 4:45 pm Break

NOTE: Break start time depends on how long it takes to pass out drinks before the panel.

4:45 pm is a hard stop no matter when the break begins.

4:40 Start herding people into the auditorium

4:50 Keynote Session begins

- Take outside banner to RiNo Beer Garden and hang up in our patio area. Ideally, have a banner hanging

6:15 Closing remarks

6:30 RiNo Beer Garden

- Should we herd people there? I'd like the venue emptied out by 7 pm so we can start to tear down.
- Maybe we bring the big "Matchbox" blocks from the stage over to Beer Garden?