

<Event Title>

<Event Date>

<Event Tim>

<Event Location>

Food	Facilities	
	[All tables, chairs, room layouts, lighting, sound, and reservation needs go here]	
	Budget	
Associated Groups	Vendors	Activities
	Committee Assignments	
As of 8/26/2006	Marketing	

SAMPLE – OSA Open House Logistics

February 8, 2006

1-5 pm, 9-11 pm

(11:30 am-1, 5-5:30, 8-9, 10:45-11:15pm)

LCW Campus Center, various locations

Food	Facilities	
<ul style="list-style-type: none"> Called Linda Davey (x3283) for catering menu 1/24/06 Food for afternoon, light snacks and non-A bevs for evening Contact student orgs to sponsor s'mores, perhaps from 8-9 pm or during afternoon? 	<p>[All tables, chairs, room layouts, lighting, sound, and reservation needs go here]</p> <ul style="list-style-type: none"> Will need tables for org fair (qty 25) Concert: full PA, microphones, chords, and mains Will occur throughout LCW during afternoon, in Tishman Commons or Anderson Forum for evening concert <p>NEED TO RESERVE THESE!</p>	
	Budget	
	<p>Food: \$500 Concert: \$1500 + overnight accommodations Publicity: \$500 Giveaway: \$1500 Total: \$4000</p>	
Associated Groups	Vendors	Activities
<p>Possibilities include...</p> <p>CG HPC WZLY SBOG VPP Council Punch's Alley Hoop SOAC CCEBC Performance orgs</p>	<p>Campus Marketing Specialists: Regina @ 1.800.795.4267</p> <p>Nelly Bryden nell@nellbryden.com</p>	<p>11:30-1 Set-up 1-5: Students using SLRR 1-5: Refreshments in SLRR and OSA 1-5: Kate & Meri in OSA 5-5:30 Take down org fair and open house 5:30-7:30 BREAK 8-9: Set-up Nell 9-11ish: Nell performs</p>
	Committee Assignments	
Notes		Marketing
		<ul style="list-style-type: none"> Invitations E-flyers Wellesley Week Posters Combined for whole event and separate for individual parts