

Item No.	Task	Deadline	Responsibility										Completed	Comments
			Council	McBroome	D'Andrea	Flatiron	Public Works	Angela/Maddy	Halstead	Glennys	Communications			
<b>1</b>	<b>PRE-PLANNING ACTIVITIES</b>													
	Date/time selection				●	☺			●	●		●	YES (5/10, 2 p.m.)	Ceremony is May 10, 2 p.m. at 81st and Tower
	Verify no conflict w/ property or possible traffic concerns								●				YES	
<b>2</b>	<b>CEREMONY</b>													
<b>2.1</b>	<b>Route</b>													
	Identify and confirm parking				☺				●				YES	
	Confirm staging area				☺				●				YES	
	Backup selection (rain, logistical conflicts, etc.)				☺				●					
<b>2.2</b>	<b>Logistics</b>													
	Rope off parking spaces for council and staff												N/A	
	Trash receptacles							☺	●					TWO TRASH RECEPTACLES
	Podium							☺	●					
	Easel or propped display											●		
	Tables and Chairs							☺	●			☺		TWO TABLES
	Canopy/shelter popup							☺	●			☺		1 10X10
	Stage/platform												N/A	
	Media placement								●			☺		
	Audience placement								●			☺		
	Electrical outlets and wiring								●					PW will deliver/setup/teardown/return generator?
	Identify sun and other visual obstructions/concerns								●			☺	YES	
	Reserved seating									●		☺		
	Weather/Accessibility							☺	●			☺	N/A	
	Plumbing/bathrooms							☺	●				N/A	
<b>2.2</b>	<b>A/V Requirements</b>													
	Microphones							☺	●					Communications staff is bringing and setting up the PA and all accessories
	Photographer											●		Yvonne
	Videographer											●		7&Co.
	Sound							☺	●					Communications staff is bringing and setting up the PA and all accessories
<b>2.3</b>	<b>Staffing</b>													
	Set-up				☺	☺	☺	☺	●	☺	●	●		All needed to set up at 1 p.m.
	Designated media spokesperson										●			
	Introducer/Facilitator/MC				●									
	Oral program speakers								●	●				City Manager, Mayor, Flatiron Constructors Rep
	Greeters											●		
	Corrallers											●		
	Property/onsite assistance				●	●	●							
	Technical support							●						ASSISTANCE IF COMPLICATIONS ARISE
	Security												N/A	n/a
<b>3</b>	<b>LOGISTICS</b>													
<b>3.1</b>	<b>Invite List</b>													
	Create a master invitation list								●				YES	
	Identify invitees								●				YES	
	Obtain email addresses								●				YES	
	Finalize master invitation list								●				YES	
<b>3.2</b>	<b>Invite</b>													
	Create electronic invitations								●				YES	
	Send electronic invitation to distribution								●				YES	
	Send electronic invitation to senior staff								●				YES	
	Send electronic invitation to employees via internal website								●				YES	
<b>4</b>	<b>ORAL PROGRAM</b>													
<b>4.1</b>	<b>Agenda/Timetable</b>													
	Meet with major players to discuss goals/objectives/deliverables/etc.								●			☺	YES	
	Draft agendas								●				YES	
	Program agenda (public)								●				YES	
	Operational timeline (internal)								●				YES	
	Finalize agendas/timetables								●					

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			Council	McBroon	D'Andrea	Flaiton	Public Works	Angela/Madd	Halshead	Glenys	Communications			
	Confirm presenters and speakers							●	●					
	Schedule AV run-through						☺	●						Communications staff is bringing and setting up the PA and all accessories
<b>4.2</b>	<b>Speech</b>													
	Draft speech							●	☺					
	Final draft provided to speaker							●	☺					
	Print final version							●						
<b>4.4</b>	<b>Presentations</b>													
	Key points for public on visual display (easel, etc.)				●			●			☺			Communications staff is bringing one easel
<b>4.5</b>	<b>Additional Items</b>													
	Ceremonial							●			☺			
	Housekeeping							●			☺			
	Identify acknowledgements							●	●					
<b>5</b>	<b>PRINTED MATERIALS</b>													
<b>5.1</b>	<b>Program Agenda</b>													
	Draft design							●						
	Finalize design							●	☺					
	Print and cut program									●				
<b>5.2</b>	<b>Signage</b>													
	Street parking signs										●			
	Welcome signs										●			n/a
	Display boards				●			●						Angela will work with Maria to get one display board
	Easels										●			Communications staff is bringing one easel
	City seal for podium										●			
<b>5.3</b>	<b>Collateral</b>													
	Fact Sheets (CIP, Park)							●			☺			
	Giveaways							●			☺			
<b>6</b>	<b>CATERING</b>													
	Select vendor							●						Bo's Brewed Coffee
	Beverage Service							●			☺			
	Food							●						Snacks?
	Plates/Utensils/Napkins							●						
	Garbage							●						
	Tablecloths/tabletop display							●						
	Confirm pricing										●			
	Confirm order										●			
	Confirm delivery										●			
<b>7</b>	<b>MARKETING/COMMUNICATIONS</b>													
	Refer to communications work plan for specific activity timing:													
	Collateral							●			☺			
	Talking points / messaging							●	●					
	Channel 8										●			
	Media Advisory/Press Release							●	●					
	Connected							●						
	Website							●						
	Employees							●						
	HOAs, NOAs							●						
	Nonprofits							●						
	Businesses							●						