

CONVENING RUN OF SHOW

This document can be used as the home for all the key logistics information you will need for your event to run smoothly.

Each community can adapt this document to meet its specific needs. It contains tabs Run of Show, as well as Contacts & Venue Details.



CONTACTS AND DETAILS

Convening Name

Convening Date

Times

Attendance information

VENUE

Venue Name

Address

Contact

Phone

Email

VENUE CONSIDERATIONS

Access Information

Floorplan

Parking

Internet/Wi-Fi Information

HOUSING AUTHORITY STAFF CONTACT INFORMATION

Contact Name

Role

Phone

Email

OTHER KEY CONTACTS

Position

Contact Name

Company Name

Phone

Email

Venue Manager

Catering/Refreshments Contact

MC

Keynote Speaker

Entertainment

Audio Visual

Transportation

Photographer

Media Contacts

PRESENTERS AND SPEAKER CONTACT INFO

Name

Organization

Phone

Email