DON JAMES CENTER

Snap-Raise Summer Conference

7/27-7/28

Timeline:

Thursday

12PM: Room fully set up and event ready

TBD: AV Factory Set Up

Friday

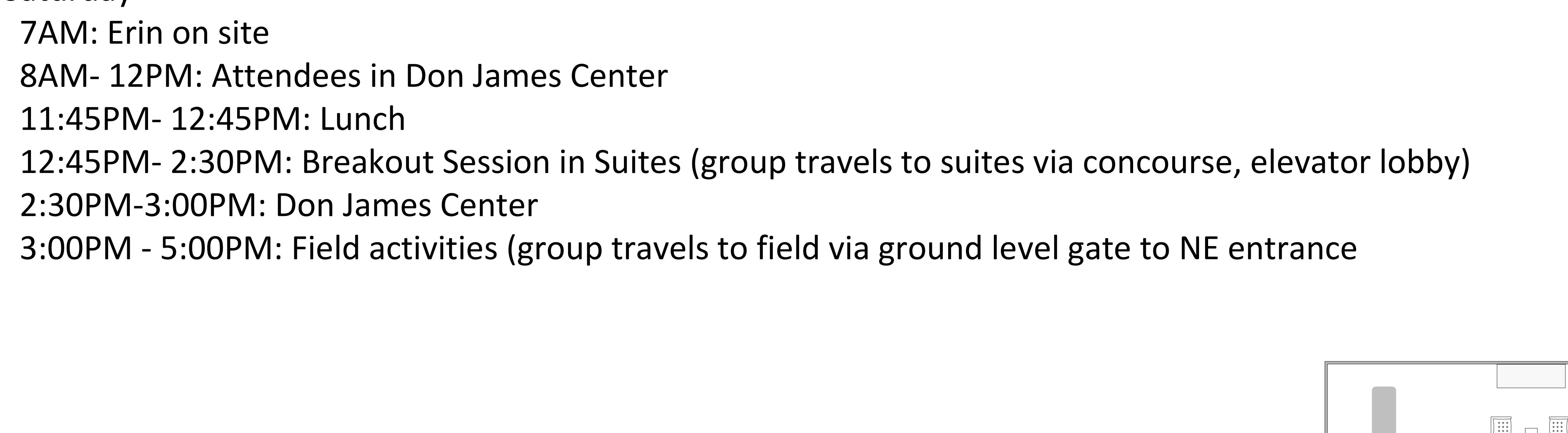
7AM: Erin on site

8AM-11:30AM: Attendees in Don James Center 11:30AM-12:30PM: Lunch in Don James Center

12:30PM-4:00PM: Breakout Session in Suites (group travels to suites via concourse, elevator lobby)

4:00PM-5:00PM: Don James Center

Saturday



Facility Prep:

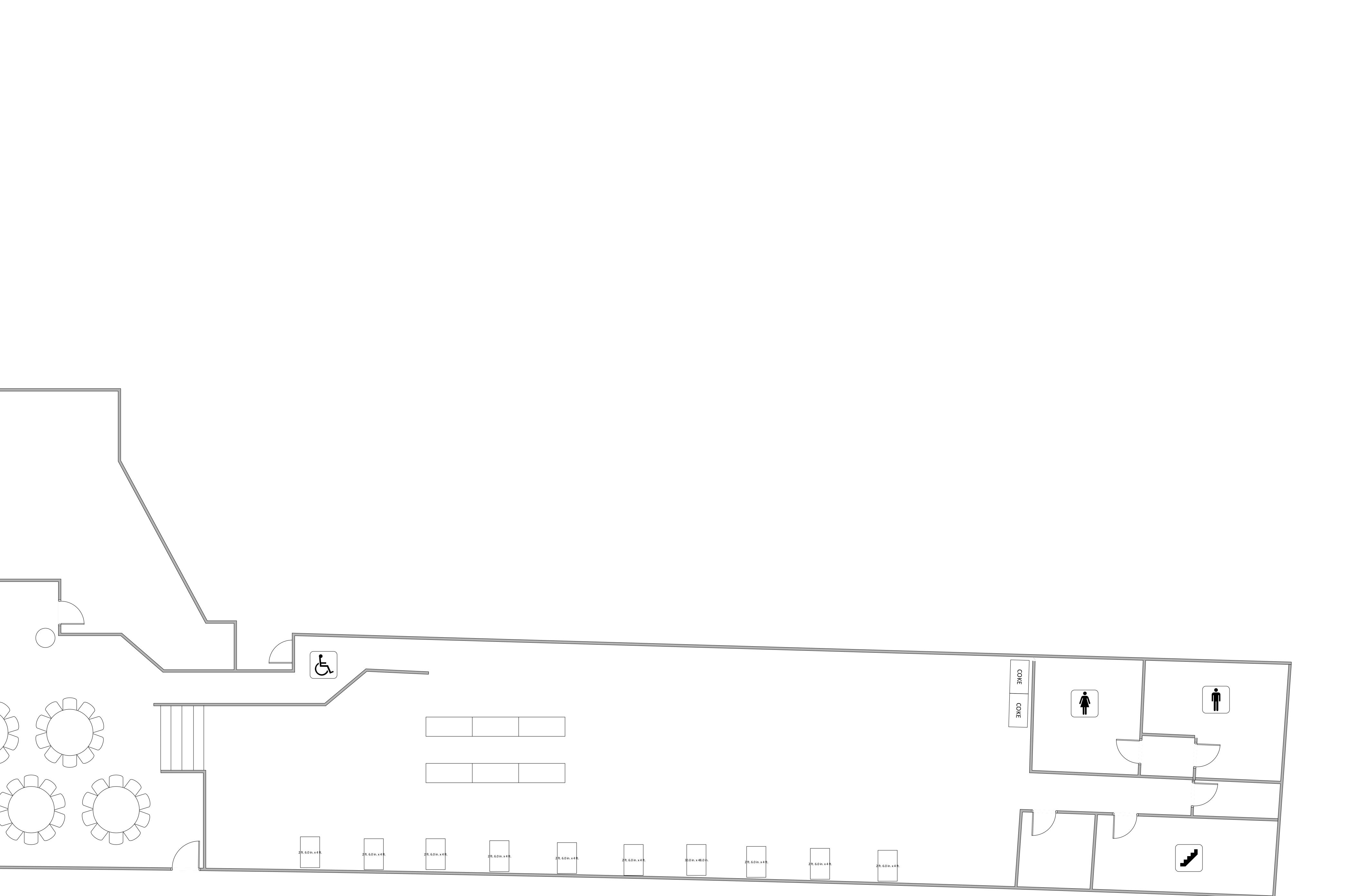
Clean 6 suites (suite numbers TBD)

5 - 6' Tables in Suite Lobby (for Aramark Snacks)

Clean & stock suite level restrooms (center ones only)

Friday PM: Clean Don James Center, empty trash, vacuum as necessary, clean and restock all restrooms. Check suite level restrooms and suite numbers TBD and empty trash, vacuum as necessary.

Restrooms behind TDT: Clean and stock restrooms for Saturday



HUSKY STADIUM FIELD

SET UP Notes:

12' x 6' Stage with Stairs + Pipe and Drape
Lectern on Stage
32 - 72" Rounds with 10 Chairs Each
WINGS: Along Windows Tall Tables with Stools Along Windows
BAR: Soft Furniture As Is

6 - 6' Unskirted Tables for Aramark