

Time Cue	Black=Staff	BEO Cue	Responsible
6:00 AM	Open PCC		PCC Staff
6:00 AM	Arrive		
	Registration Table Set up, (sign ins, alpha signs, proceeding booklet pkgs) complete by 6:45 AM		Dave and Cathy
	speaker presentations to AV Tech (Lawrence), AV cart with PO del (N. Ballroom), Acer (S. Ballroom), and Nora (Pres. room) laptops and projector (Pres. room) to AV tech, membership table		Stephanie
	podium folders to podiums, place giveaways		Steve
	AV set up and check: All rooms		Lawrence
6:30 AM	Sponsor Slide Show running in plenary/breakout rooms		Lawrence
6:50 AM	Registration available		
	Staff pre-printed sign in and ATD sheets		Stephanie and Steve
	Staff proceeding booklets/nametags/flashdrives		Dave and Cathy
	Advise of passport to prizes and presentations on flashdrives		Dave and Cathy
	Door prize giveaway tickets		Tiffany
	Wayfinders stationed (Foyer, top of stairs, entry to hall to N. Ballroom)		Nicole, Nora and Emily

Legend
 Red=Volunteers
 General Sessions Blue= Sponsor Reps
 AM Breakouts Purple=Board Members
 PM Breakouts Green=Emcees
 mid points Orange=Speakers

6:50 AM	EMCEE (Adele) and forum sponsor rep (Jacky Alling) to N. Ballroom /sound check (Lawrence)/show to head table		Adele, Jacky A., Lawrence
6:55 AM	Breakfast Keynote speaker ck in/sound check/show to head table		Russ, Lawrence
7:00 AM	Sound checks complete		Lawrence
7:00 AM	Registration Formally Opens		
7:15 AM	Begin moving all into breakfast room		Nicole, Nora and Emily
7:20 AM	most arrivals should be done		
	Welcome: 10 minute shout out remarks		Adele
7:25-7:30	Que for people to move into North Ballroom		PCC staff with chimes
7:30 AM		Plated Breakfast Served	PCC staff
7:35 AM	Welcome Remarks/PGRTAZ comments/introduce Event Emcee		Russell Goldstein
7:37 AM	Emcee opening announcements/introduce forum sponsor representative		Adele
7:40AM	Forum sponsor (Jacky Alling) speaks of ACF 2-3 minutes and introduces speaker: Dr. Cofield		Jacky Alling
7:45 AM	Breakfast plenary speaker takes podium		Dr. Cofield
7:47 AM	Volunteers join main meeting		All Volunteers
7:50 AM	Relieve Reg table volunteers		Nora, Emily
7:58 AM	Usher/assists late arrivals with seating and breakfast		All Staff
8:00am		Begin Breakfast plate pickup	PCC staff

	Confirm breakout rooms set up/check signage		Stephanie, Nora, Emily, Lawrence
8:40 AM	Membership chair and volunteers to membership table		Frank
	Check in passports		Cathy
8:45 AM	Wayfinders stationed throughout to give directions; 50/50 drawing sales		Nicole, Nora and Emily
8:45 AM	Room monitors head to their rooms/run sponsor slide show & pull up speaker's presentation		
	Program Development: N. Ballroom		Tiffany (10:15am only)
	Professional Development: S. Ballroom		Dave
	Leadership: President's Room Downstairs		KJZZ: Laura or Brien
8:46 AM	End breakfast plenary announcements		Adele
8:50 AM	Speakers in their rooms for AV check		Ron Schiller-N. Ballroom; Frank Minton-S. Ballroom; Mallary Tytel-President's room downstairs
	Program Development: N. Ballroom		Ron Schiller
	Professional Development: S. Ballroom		Frank Minton
	Leadership: President's Room Downstairs		Mallary Tytel
8:55 AM	Sponsor reps to correct rooms		
	Program Development: N. Ballroom		Catholic Community: Rick Frisch
	Professional Development: S. Ballroom		Phx Philathropy-Deborah Whitehurs
	Leadership: President's Room Downstairs		KJZZ: Laura or Brien
8:55 AM	Announce 5 minutes to AM session commence		Room monitors

8:58 AM	Encourage attendees to move forward in room		Room monitors
	Begin Welcome and housekeeping announcements		Room monitors
	Introduce Breakout Session Sponsors		Room monitors (Leadership track room monitor is sponsor rep for session/track to introduce speaker)
8:59 AM	Sponsors introduce breakout speakers		Sponsor reps
9:00 AM	Speakers are in action		
		Prog. Dev.	Ron Schiller
		Prof. Dev.	Frank Minton
		Leadership	Mallary Tytel
10:00 AM	Close out session; thank attendees, set up next session: rolls sponsor powerpoint; bus breakout rooms; change out speaker presentations		Room Monitors
10:01 AM	Membership volunteer ready to ans questions		Frank
	Check in passports		Cathy
	Wayfinders stationed throughout to give directions; 50/50 drawing sales	Yellow nametags; red tickets	Nicole, Nora and Emily
10:05AM	Next breakout room monitors announcements		
	Program Development: N. Ballroom		??
	Professional Development: S. Ballroom		Dave
	Leadership: President's Room Downstairs		KJZZ: Laura or Brien
	Confirm two handhelds in the S. Ballroom		Stephanie
10:05 AM	Speakers in their rooms for AV check		
	Program Development: N. Ballroom		J.T. Bell & Steve Brock
	Professional Development: S. Ballroom		Russell Yurk

	Leadership: President's Room Downstairs		Ron Schiller
10:05 AM	Sponsor reps to correct rooms		
	Program Development: N. Ballroom		Dana Law Firm-Matt Dana
	Professional Development: S. Ballroom		RC Securities ??
	Leadership: President's Room Downstairs		AXA: Janet Elie
10:10 AM	Encourage attendees to move forward in room		Room monitors
	Begin Welcome and housekeeping announcements		Room monitors
	Introduce Breakout Session sponsors		Room monitors
10:13 AM	Sponsors Introduce Breakout speakers		Sponsor reps.
10:15 AM	Speakers are in action		
	Program Development: N. Ballroom		J.T. Bell & Steve Brock
	Professional Development: S. Ballroom		Russell Yurk
	Leadership: President's Room Downstairs		Ron Schiller
11:15 AM	Close out session; thank attendees, set up next		Room Monitors
	Roll sponsor powerpoint		Room Monitors
	bus breakout rooms		Room Monitors
	Change out speaker presentations		Room Monitors
11:15 AM	Membership volunteer ready to ans questions		Frank
	Check in passports		Cathy
11:15 AM	Wayfinders stationed throughout to give directions; direct to community lounge; 50/50 drawing sales		Nicole, Nora and Emily
11:25 AM	Lunch speaker and visual artist in plenary room; Sound and AV Chk (switch out laptop for speaker laptop); direct to table for lunch <u>(easels for Taryl placed out of periphrial view of presenter)</u>		Adele, Stephanie, Chris Yates, Lawrence

	Lunch sponsor rep to lunch room/head table		Russell Goldstein
11:30 AM	Lunch served for speaker		PCC Staff
11:45 AM	Lunch		PCC Staff
	Lunch announcements/shout out for PGRT board; shout out for 2014/15 board; Lunch sponsor plug		Russell Goldstein
	Highlight visual artist: Taryl Hansen Introduce speaker: Chris Yates		Russell Goldstein
	Volunteers leave stations to join lunch crew		All Volunteers
11:55 PM	Speaker Begins		Chris Yates
12:20 PM	plated lunch service turns into plate pick up		PCC Staff
12:55 PM	speaker ends		
	End lunch plenary announcements		Adele
	Switch out speaker laptop		Lawrence
12:55 PM	Wayfinders stationed throughout to give directions, 50/50 drawing sales		Nicole, Nora and Emily
1:00 PM	Membership volunteer ready to ans questions		Frank
	Check in passports		Cathy
1:00 PM	Room monitors head to their rooms		
	Program Development: N. Ballroom		Sierra Kamela
	Professional Development: S. Ballroom		Dave
	Leadership: President's Room Downstairs		KJZZ: Laura or Brien
	Ck sponsor powerpoint rolling; speaker presentation open		Room monitors
1:00 PM	Speakers to correct rooms; Sound Ck		
	Program Development: N. Ballroom		Chris Yates
	Professional Development: S. Ballroom		Frank Minton

	Leadership: President's Room Downstairs		Jason Barron
1:00 PM	Sponsor reps to correct rooms		
	Program Development: N. Ballroom		Dignity Health: Kelli Smith
	Professional Development: S. Ballroom		Comerica: Mick Koster
	Leadership: President's Room Downstairs		Fennemore Craig: no sponsor rep-room host to introduce speaker
1:05 PM	Announce 5 minutes to PM session commence		Room monitors
1:07 PM	Encourage attendees to move forward in room		Room monitors
	Begin Welcome and housekeeping announcements		Room monitors
	Introduce Breakout Session Sponsors		Room monitors
	Sponsors introduce breakout speakers		Sponsor reps
1:10 PM	speakers are in action		
	Program Development: N. Ballroom		Chris Yates
	Professional Development: S. Ballroom		Frank Minton
	Leadership: President's Room Downstairs		Jason Barron
2:10 PM	Close out session; thank attendees, set up next session:		Room Monitors
	Roll sponsor powerpoint		Room Monitors
	bus breakout rooms		Room Monitors
	Change out speaker presentations		Room Monitors
2:10 PM	Wayfinders stationed throughout, direct to CL & next breakouts as needed; 50/50 drawing sales		Nicole, Nora and Emily
2:10 PM	Membership volunteer ready to ans questions		Frank
	Check in passports		Cathy
	Confirm set up for panel discussion in Pres. Room		Stephanie

2:12 PM	Announcements		Adele
2:15 PM	Speakers to correct rooms; Sound Ck if needed		
	Program Development: N. Ballroom		John Paul Parks
	Professional Development: S. Ballroom		Stephanie Bivens
	Leadership: President's Room Downstairs		Fresia
2:15 PM	Sponsor reps to correct rooms		
	Program Development: N. Ballroom		Allison Gee
	Professional Development: S. Ballroom		Bell & Assoc.: ??
	Leadership: President's Room Downstairs		PGRTAZ Board: ??
2:15 PM	Encourage attendess to move forward in room		Room monitors
	Begin Welcome and housekeeping announcements		Room monitors
	Introduce Breakout Session Sponsors		Room monitors
	Sponsors introduce breakout speakers		Sponsor Reps.
2:20 PM	Speakers are in action		
	Program Development: N. Ballroom		John Paul Parks
	Professional Development: S. Ballroom		Stephanie Bivens
	Leadership: President's Room Downstairs		Greg Kruzel, Leslie Deshaw, Rick Fresia
3:20 PM	Close out session; thank attendees, set up next		Room monitors
	Roll sponsor powerpoint		Room monitors
	bus breakout rooms		Room monitors
3:21 PM	Wayfinders stationed throughout, direct to CL & afternoon plenary room, 50/50 drawing sales		Nicole, Nora and Emily
3:21 PM	Membership volunteer ready to ans questions		Frank
	Check in passports		Cathy

3:25 PM	Reception Keynote in Plenary Room; Sound and AV Chck		Stephanie Bivens, Mallary Tytel
3:25 PM	Reception plenary sponsor rep to room		Gammage & Burnham: Mike King
3:27 PM	Reception plenary sponsor introduction		Adele
3:28 PM	Sponsor plug and speaker intro		Mike King
3:30 PM	Speaker Begins		Stephanie Bivens, Mallary Tytel
3:45 PM	Volunteers leave stations to join afternoon plenary		All volunteers
4:10 PM	Ck reception wine and cheese ready to go		Stephanie, PCC Staff
4:20 PM	Speaker ends		
4:20 PM	End wrap up session and announcements		Adele
4:25 PM	Passport collection from membership table-take bag to Emcee (Adele)		Cathy
4:30 PM	Pull Names for all prize drawings (attende; 50/50 and passport)		Adele calls people up randomly
5:00 PM	all exit		
5:30 PM	AV collected, extra materials boxed, etc.		Staff