Jefferson Lab Departmental Meeting Responsibilites Chart

Task	Type	Section	Responsible Party
Initial Logistics Meeting	Primary	Preliminary Logistics	Event Services
Schedule Logistics Meeting	Sub	Preliminary Logistics	Event Services
Completion of electronic Meeting Request Form	Primary	Preliminary Logistics	Administrative Support/POC
Attend Logistics Meeting	Sub	Preliminary Logistics	Event Services
Send out Invitations	Sub	Preliminary Logistics	Administrative Support/POC
Budget	Primary	Preliminary Logistics	Event Services
Determine if there is a registration fee based on needs	Sub	Preliminary Logistics	Administrative Support/POC
Set-up Preliminary Budget	Sub	Preliminary Logistics	Administrative Support/POC
Calendars	Primary	Preliminary Logistics	Event Services
Add to ES Outlook Meetings & Events Calendar	Sub	Preliminary Logistics	Administrative Support/POC
Add to Insight Calendar	Sub	Preliminary Logistics	Administrative Support/POC
Discuss Catering Needs	Primary	Preliminary Logistics	Event Services
Determine if a Tour is needed	Primary	Preliminary Logistics	Event Services
Determine Photography Needs	Primary	Preliminary Logistics	Administrative Support
Business Meals Form Complete	Primary	Preliminary Logistics	Administrative Support
Web Support	Primary	Pre-Event Tasks	Event Services
Create Registration Page	Sub	Pre-Event Tasks	Event Services
Create Event Webpage in Drupal	Sub	Pre-Event Tasks	Event Services
Enter Work Orders	Primary	Pre-Event Tasks	
HVAC for after hour events	Sub	Pre-Event Tasks	Event Services
Room Set-Up	Sub	Pre-Event Tasks	Event Services
Janitorial Needs	Sub	Pre-Event Tasks	Event Services
Security Needs	Sub	Pre-Event Tasks	Event Services
Catering Orders	Primary	Pre-Event Tasks	Event Services
Floor Plan Created	Primary	Pre-Event Tasks	Event Services
Alcohol for evening events	Primary	Pre-Event Tasks	Event Services
Alcohol Form routed for Signatures	Sub	Pre-Event Tasks	Event Services
Alcohol Purchased for Evening Event	Sub	Pre-Event Tasks	Event Services
Agendas & Banners	Primary	Pre-Event Tasks	
Information given to Electronic Media to create	Sub	Pre-Event Tasks	Event Services
Name Tags Created	Primary	Pre-Event Tasks	Event Services
Security Office Personnel	Primary	Pre-Event Tasks	
Provide dates when their support is needed at registration desk	Sub	Pre-Event Tasks	Administrative support
Confirm times and names manning registration desk	Sub	Pre-Event Tasks	Event Services
Provide list of attendees to security office personnel	Sub	Pre-Event Tasks	Event Services
Room Set-Ups	Primary	Pre-Event Tasks	
Room Layout spot check	Sub	Pre-Event Tasks	Event Services
Registration Table Set Up	Primary	Pre-Event Tasks	Event Services
Technology Needs	Primary	Pre-Event Tasks	
Recording Support (for CC Auditorium only)	Sub	Pre-Event Tasks	IT
Virtual Platform Set Up	Sub	Pre-Event Tasks	Administrative Support
Conference Account provided if needed	Sub	Pre-Event Tasks	Event Services
Talks loaded	Sub	Pre-Event Tasks	Administrative Support
Virtual Platform Troubleshooting	Sub	Event Tasks	IT
Projector Tested and Turned On	Sub	Event Tasks	Event Services
Microphones Tested and Turned On	Sub	Event Tasks	Event Services
Simple Technology Troubleshooting	Sub	Event Tasks	Event Services
Complicated Technology Troubleshooting	Sub	Event Tasks	IT
Set-up/Solicit During Meeting	Sub	Event Tasks	Administrative Support
Send Survey to Attendees	Primary	Post Event	Event Services
Send Survey to Chair and Admin	Primary	Post Event	Event Services

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