

List all important details including time and location.

Email logistics to all necessary staff 1-2 weeks in advance (large events, 2 wks minimum) and attach in EMS reservation.

Staff & Family BBQ
President's House
Wednesday, August 21, 2013
5:00 – 7:30 p.m.

Facilities: *Please have setup complete by 3 p.m.*

EMS Reservation #768

- Please provide the carpet runners in the house starting at the front door as well as through the living room
- Please be sure the yard/driveway/front and back are all clean and free of debris
- Please be sure that the lawn is mowed
- Please set 25 rounds with 8 chairs on the back lawn
- Please set an additional 3 chairs on the side of the seating area closest to street for band
- Please have power available within 20 ft for band
- Please set (1) 6 ft table outside back door on stairs for nametags
- Catering to submit own needs directly
 - 2 double sided buffet lines on the patio filtering out to lawn
 - 2 bars on lawn near patio, 1 near willow and 1 near garage
 - 2 drink stations, 1 on each side of seating tables

Separate requests by vendor for clarification of responsibilities and request.

Food Services

- Order #7097
- Please make sure all tables have linen, including registration
- Catering to be set on the back patio (please see above).

Media Services

- Please set up speakers and wireless microphone for President remarks
- Please have technician on-site for event

Public Safety

- Please be aware that staff have been advised to park on campus and walk over to President's House. Request has been approved to have detail assist with pedestrian traffic to and from event and at the house for alcohol and parking.
- There will be about 200 staff attending.

Be sure to contact Food Services, Public Safety, and Media prior to sending out logistics to reserve needs.