

Events at Mediamatic

TO DO LIST: 2 week in advance

TASK	
Plan staff - Event manager, ticket service, lights and sound, photographer (stager)	<input type="checkbox"/>
buy materials (if necessary)	<input type="checkbox"/>
Email the speakers:	<input type="checkbox"/>
- Collect their presentations	<input type="checkbox"/>
- Send them the location	<input type="checkbox"/>
- Let them know that we will be using microphones	<input type="checkbox"/>
- Guest list (4 max/maybe)	<input type="checkbox"/>
- Ask if they want to come at 6 to join in for a meal and check their slideshow	<input type="checkbox"/>

TO DO LIST: one day before the event

Time	Task	
		<input type="checkbox"/>
12:00	Prepare the room upstairs (In case there's a guest staying over)	<input type="checkbox"/>
13:00	Have a list of all the working staff for dinner.	<input type="checkbox"/>
15:00	Double check that you have bought all the necessary materials for the event.	<input type="checkbox"/>

TO DO LIST: The day of the event

Time	Task	
11:00	Make the presentation on keynote	<input type="checkbox"/>
12:00	Check how many people are expected	<input type="checkbox"/>
	Ask housemaster if black barn is ready	<input type="checkbox"/>
	Announce housemaster of any extra activities and what's necessary	<input type="checkbox"/>
14:00	Help with the preparation of the black barn:	<input type="checkbox"/>
	- Is the table for the speaker ready?	<input type="checkbox"/>
	- Is the charger for the laptop there?	<input type="checkbox"/>
	- Is the cable for the beamer there?	<input type="checkbox"/>
	- Is the cable for the sound there?	<input type="checkbox"/>
	- Are all of the cables working properly?	<input type="checkbox"/>
	- Is everything plugged in?	<input type="checkbox"/>
	- Is the beamer on? Is it working?	<input type="checkbox"/>
	- is the Di-box there? is it on?	<input type="checkbox"/>
	- Are the microphones ready? Check batteries!	<input type="checkbox"/>
	- Are all the cables out of the way/ no one will trip on them?	<input type="checkbox"/>
	- Are the gas tanks in the heaters full enough?	<input type="checkbox"/>
	- Are the heaters working?	<input type="checkbox"/>
	- Are the chairs set up properly?	<input type="checkbox"/>
15:00	Sound, light, beamer (and scent) check	<input type="checkbox"/>
17:05	Make sure that the entrance/hallway is clean.	<input type="checkbox"/>
17:15	Get the coins and tickets for speakers and staff (4 per person)	<input type="checkbox"/>
	Prepare the blotters or special material if needed	<input type="checkbox"/>
17:15	Collect the guest lists and print it.	<input type="checkbox"/>
17:30	Set the ticket table, and check if we have enough cash.	<input type="checkbox"/>
	(Ticket people should tell guests to be at the black barn 10 mins before the event)	<input type="checkbox"/>
18:00	Presentation and sound check with the speakers	<input type="checkbox"/>
19:25	Check if the doors upstairs / office, graphics room is locked. put Black rope thing.	<input type="checkbox"/>
19:30	Turn the heaters on (if it's cold)	<input type="checkbox"/>
19:45	Doors open + Ticket scan	<input type="checkbox"/>
19:55	Ask people to join the talk.	<input type="checkbox"/>
22:00	Once the event is over, help the floor management cleaning the barn:	<input type="checkbox"/>
	- Turn microphones, beamer and sound off (Master)	<input type="checkbox"/>
	- Switch Di- box off	<input type="checkbox"/>
	- Put all the chairs back	<input type="checkbox"/>
	- Switch off the heaters	<input type="checkbox"/>
	- Unplug all plug-ins	<input type="checkbox"/>
	- Switch off the lights lock the door.	<input type="checkbox"/>
	- Take the ticker service table back to the black barn	<input type="checkbox"/>

