



Date: Sunday, September 27, 2009

Time From - To **Function Information**

7:00 AM - 8:00 AM

Setup

Book #: 9
 Event: National Conference
 Client: JPK Pharmaceuticals
 Location: Main Conference Center
 Supplier:

<u>Function Assignments</u>	<u>Time From - To</u>
Davis Lee Setup crew 1 Set up rectangular tables in banquet style, 8 per table. Will change to classroom style during break.	7:00 AM - 8:00 AM
Martin Oakley Setup crew 2 Have podium and microphone set up in advance for Session 1.	7:00 AM - 8:00 AM

8:00 AM - 9:30 AM

Meal 1: Breakfast

Book #: 9
 Event: National Conference
 Client: JPK Pharmaceuticals
 Location: Main Conference Center
 Supplier:

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mrs. Marianne Brum	Owner	CONFIRMED	Non-Member Attendees
Mr. Micheal Cinze	Sales Representative	CONFIRMED	Member Attendees
Mrs. Julianne Cole	Office Manager	CONFIRMED	Member Attendees
Mr. Dave Petersburg	Sales Consultant	CONFIRMED	Speakers
Function Attendee Count: 4			

<u>Function Assignments</u>	<u>Time From - To</u>
Aaron Leif Server - tables 1-10	8:00 AM - 9:30 AM
August Lano Server - tables 10-20	8:00 AM - 9:30 AM

<u>Catering</u>	<u>Quantity</u> <u>Time From - To</u>
Meal 1: Breakfast	4 8:00 AM - 9:30 AM
<p><u>Breakfast Menu</u> Blueberry Pancakes Whipped Cream Golden Maple Syrup Breakfast Sausages Fruit Bowl</p>	

Setup

Daily Function Overview

Date: Sunday, September 27, 2009

Time From - To **Function Information**

8:00 AM - 9:30 AM

Book #: 9
 Event: National Conference
 Client: JPK Pharmaceuticals
 Location: Meeting Room 1
 Supplier:

<u>Function Assignments</u>	<u>Time From - To</u>
Jacquelyn Peri Setup crew 1 Test LCD projector - ensure sound and visuals sufficient	8:00 AM - 9:30 AM
Martin Oakley Setup crew 2 Test internet connection before session	8:00 AM - 9:30 AM

9:30 AM - 11:30 AM

Breakout Session 2

Book #: 9
 Event: National Conference
 Client: JPK Pharmaceuticals
 Location: Meeting Room 1
 Supplier:

Notes:
 Requires: Connection to Internet, Laptop, Projector, Projector Screen
 Room has internet connection

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mrs. Amy Elle	Publicity Manager	CONFIRMED	Member Attendees
Mrs. Tanya Haban	Research Manager	CONFIRMED	Member Attendees
Mr. Nailah Jabulani	HR Manager	CONFIRMED	Member Attendees
Mrs. Lacey Johns	HR Assistant Manager	CONFIRMED	Member Attendees
Function Attendee Count: 4			

<u>Function Assignments</u>	<u>Time From - To</u>
Jodi Scott "Reaching Out ...Electronically" Using Internet to Increase Communication with Clients	9:30 AM - 11:30 AM

<u>Audio Visual</u>	<u>Quantity</u>	<u>Time From - To</u>
Laptop Plug in Laptop to ensure battery is fully charged.	1	9:30 AM - 11:30 AM
LCD Projector and Screen Set screen against South Wall. Set projector 5' away for maximum clarity. Projector and screen should be on east side of podium.	1	9:30 AM - 11:30 AM