



EventPro Planner Software
 105 - 15 Innovation Blvd.
 Saskatoon, SK S7N 2X8
 Phone: 306-975-3737 Fax: 306-975-3739

Event Itinerary

Event Name: National Conference	Booking No.: 9
Event Status: TENTATIVE	Contract No.: 000009
Event Dates: 10/11/2009 To 10/12/2009	Event Mgr.: SUPER
Client Name: JPK Pharmaceuticals	

Date: Sunday, October 11, 2009

Time **Type** **Information**

7:00 AM 8:00 AM Function

Name: Setup

Venue: Best Host Hotel
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 Function

Name: Setup

Venue: Best Host Hotel
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

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Booking No.: 9
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Date: Sunday, October 11, 2009

Time _____ **Type** _____ **Information**
 8:00 AM 9:30 AM Function **Name:** Meal 1: Breakfast

Venue: Best Host Hotel
Location: Main Conference Center
Supplier:

Function Assignments

Aaron Leif
 Server - tables 1-10
 August Lano
 Server - tables 10-20

Time From - To

8:00 AM - 9:30 AM
 8:00 AM - 9:30 AM

Catering

Meal 1: Breakfast

Quantity Time From - To

4 8:00 AM - 9:30 AM

Breakfast Menu
 Blueberry Pancakes
 Whipped Cream
 Golden Maple Syrup
 Breakfast Sausages
 Fruit Bowl

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Date: Sunday, October 11, 2009

Time _____ **Type** _____ **Information**
 9:30 AM 11:30 AM Function **Name:** Breakout Session 2

Venue: Best Host Hotel
Location: Meeting Room 1
Supplier:

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

Function Assignments

Jodi Scott
 "Reaching Out ...Electronically"
 Using Internet to Increase Communication with Clients

Time From - To

9:30 AM - 11:30 AM

Audio Visual

Laptop
 Plug in Laptop to ensure battery is fully charged.

Quantity Time From - To

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

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Time _____ **Type** _____ **Information**
 10:00 AM 12:00 PM Function **Name:** Breakout Session 1

Venue: Best Host Hotel
Location: Main Conference Center
Supplier:

Notes:
 Tables and Chairs in Classroom style, facing podium

<u>Itinerary</u>	<u>Start Time</u>
Presentation: Winston Tetherman	10:00 AM
Presentation: Dave Petersburg	10:20 AM
Break	11:00 AM
Video presented by Jonas Zimmer	11:15 AM

<u>Function Assignments</u>	<u>Time From - To</u>
Dave Petersburg Pharmaceuticals in the 21st Century	10:00 AM - 12:00 PM
Jonas Zimmer Looking to the Future	10:00 AM - 12:00 PM
Winston Tetherman President's Introduction and Welcome	10:00 AM - 12:00 PM
August Lano Server bring coffee & tea in for 11 am break	11:00 AM - 12:00 PM

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Time _____ **Type** _____ **Information**
12:00 PM 1:00 PM Function **Name:** Meal 2: Lunch

Venue: Best Host Hotel
Location: Meeting Room 1
Supplier:

Catering
Meal 2: Lunch

Quantity **Time From - To**
7 12:00 PM - 1:00 PM

Lunch Menu

Cold Meat & Vegetable Trays
Exotic Cheese Trays
Freshly Baked Buns
Leafy Green Salad

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Date: Sunday, October 11, 2009

Time _____ **Type** _____ **Information**
 1:00 PM 3:00 PM Function **Name:** Keynote Speaker

Venue: Best Host Hotel
Location: Meeting Room 1
Supplier:

Function Assignments

Darryl Lacoste

"You Catch More Flies with Honey than Vinegar"

Dealing with difficult Clients and Colleagues while keeping your sense of humor.

Time From - To

1:00 PM - 3:00 PM

Audio Visual

DVD Player

Quantity Time From - To

1 1:00 PM - 3:00 PM

LCD Projector and Screen

1 1:00 PM - 3:00 PM

Screen must be moved to East wall for this function setup.

Portable Sound System

1 1:00 PM - 3:00 PM

Test sound levels before participants arrive. Set up system in north east corner.

Setup Equipment

Balloons

Quantity Time From - To

1 1:00 PM - 3:00 PM

Inflate balloons no more than 1/2 hour before function start.

Easel Flip Chart

1 1:00 PM - 3:00 PM

Check paper supplies and ensure at least 2 markers are available.

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Time _____ **Type** _____ **Information**
3:30 PM 4:30 PM Function **Name:** Setup

Venue: Best Host Hotel
Location: West Ballroom
Supplier:

Notes:

Arrange tables in cocktail setup

Function Assignments

Davis Lee

Setup crew 1
Arrange a few chairs (max. 20), but mostly standing room around tables

Time From - To

3:30 PM - 4:30 PM

Jacquelyn Peri

Setup crew 2
Place floral arrangements and centerpieces on banquet tables

3:30 PM - 4:30 PM

5:00 PM 6:00 PM Function **Name:** Cocktail Meet and Greet

Venue: Best Host Hotel
Location: West Ballroom
Supplier:

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Time _____ **Type** _____ **Information**
 6:00 PM 8:00 PM Function **Name:** Meal 3: Evening Dinner

Venue: Best Host Hotel
Location: West Ballroom
Supplier:

Function Assignments

Aaron Leif

Banquet Supervisor

There are several special meals - vegetarian, nut-free. Ensure these meals are distributed properly.

Time From - To

6:00 PM - 8:00 PM

Catering

Meal 3: Dinner

Quantity Time From - To

10 6:00 PM - 8:00 PM

Evening Dinner Menu

Steak & Lobster Tail
 Olive Oil Beans & Peas
 Baked Potato
 Homemade Apple Pie
 Orange Sherbet

Setup Equipment

Floral Arrangements

Quantity Time From - To

1 6:00 PM - 8:00 PM

Keep flowers in water and cool place prior to event. Set out at last minute.

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Date: Monday, October 12, 2009

Time **Type** **Information**

11:00 AM Check Out **Hotel:** Best Host Hot **Address:** 1 Madison Ave
Phone: Office 282-282-8888 New York, NY, 45802

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mr. Micheal Cinze	Sales Representative	CONFIRMED	Member Attendees
Mrs. Marianne Brum	Owner	CONFIRMED	Non-Member Attendees
Mr. Darryl Lacoste	Professional Comedian	CONFIRMED	Speakers
Mrs. Tammy Lacoste		CONFIRMED	Non-Member Attendees
Attendee Count: 4			

11:00 AM Check Out **Hotel:** Good Nite Inn **Address:** 134 Heritage Road
Phone: Office 505-555-1021 Riverside, VA, 10121

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mrs. Julianne Cole	Office Manager	CONFIRMED	Member Attendees
Attendee Count: 1			

8:00 PM Departure **Carrier:** Flyaway Airlir **Travel Agency:** **Confirmation #:** 234624
Carrier #: FA685 **Phone:** Office 505-555-1007 **Type:** Air
Phone: Office 505-555-1014 **Class:** Business

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mr. Darryl Lacoste	Professional Comedian	CONFIRMED	Speakers
Mrs. Tammy Lacoste		CONFIRMED	Non-Member Attendees
Attendee Count: 2			

8:06 PM Departure **Carrier:** Skyway Airlin **Travel Agency:** **Confirmation #:** 2623
Carrier #: SA1234 **Phone:** Office 505-555-1007 **Type:** Air
Phone: Office 505-555-1048 **Class:** Economy

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mrs. Julianne Cole	Office Manager	CONFIRMED	Member Attendees
Attendee Count: 1			

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Date: Monday, October 12, 2009

Time	Type	Information	Travel Agency:	Confirmation #: 6543
8:39 PM	Departure	Carrier: Blue Sky Airlir Carrier #: BSA2346 Phone: Office 505-555-1032	Phone: Office 505-555-1007	Type: Air Class: Business

<u>Attendees</u>	<u>Position</u>	<u>Status</u>	<u>Attendee Type</u>
Mr. Micheal Cinze	Sales Representative	CONFIRMED	Member Attendees
Mrs. Marianne Brum	Owner	CONFIRMED	Non-Member Attendees
Attendee Count: 2			