

<b>Event date:</b> 11/13/18 Tuesday	<b>Set up to begin:</b>	8:30-9:00 a.m.
<b>Event name:</b> Primary Settling Tanks Ribbon Cutting	<b>Event start time:</b>	10:00 a.m.
<b>Location(s):</b> Stickney WRP	<b>Event end time:</b>	10:30 a.m.

Item	Needed?	Quantity?	Stored where?	Who's responsible?
Lectern w/seal	x		Library	Jennifer
PA & mult box	x		MOBA-3	Dan/Justin/Pat (?)
Still camera	x		MOBA-3	Dan/Justin/Pat (?)
Video camera			MOBA-3	
Photo ladder			MOBA-3	
Ribbon cutting stanchions	x		MOB basement	
Ribbon, bows, big & little scissors	x		MOB-4	
Groundbreaking gold shovels			MOB basement	Jennifer
Speaker for party music ( <i>must charge in advance</i> )	x		MOB-1	Jennifer
Phone to play music from	x		various	Jennifer
Band (school jazz?)			rental	
MWRD "canoe" banner stand			MOB-4	
MWRD vinyl banners ( <i>zip tie to fences?</i> )	x		MOB-4	Jennifer
Tablecloths w/seal	x		MOB-1	Jennifer
Tables	x		MOB basement	Jennifer
Chairs	x		MOB basement	
Tents & weights (10'x10')	x		MOB basement	Jennifer
Tents (larger)			rental	
Port-a-John			rental	
Heating lamps			rental	
Bus service: MWRD bus			Stickney	
Bus service: Rental bus			rental	
Trash & recycling containers			MOB basement	Jennifer
Welcome or project poster	x		Graphics to create	Jennifer
Easels	x		MOB-1	Jennifer
Sign-In sheets/clipboard/pens/invite list/table sign/index cards/waivers			MOB-1	
Nametag stickers w/Sharpie			MOB-1	
Media Kits, Presser, General Literature	x		MOB-1	Allison/Pat (?)
Videos or PPTs				
Catering	x		vendor	C'est Si Bon/Jennifer
Cups/lids/napkins/utensils/foil/ziplocs	x		MOB-4	Jennifer
Coolers/ice			MOB basement/4	
MacGyver box & zip ties	x		MOB-1	Jennifer
Trees				
Rocks (bagged/tagged)				
Phosphorus vials				
Compost (jars/buckets/bags?)				
Sunglasses or Pencils or Rulers				