

TEDxUtica Event Plan
Wednesday, October 23, 2013
RCIL's Dorothy Smith Advocacy Center, Utica, NY
4-9:30pm

Event Overview: TEDxUtica will be an evening of hearty hors d'oeuvres, drinks, networking activities, nine (9) speakers and two (2) TED Talks.

Pre-Setup:

Needs
<ul style="list-style-type: none"><input type="checkbox"/> Stuff graphically designed name tags into clip on holders<ul style="list-style-type: none">o If descriptions on back for networking activity place in a basket for drawing oro Arrange alphabetically (A-L & M-Z) in narrow boxes/baskets<input type="checkbox"/> 150-200 TEDx tote bags stuffed with:<ul style="list-style-type: none">o 200 Programso 200 Promise cardso 200 Big Idea cardso Pen for notes (??)

Key:

- ☐ = Graphic Design Needed
- ☐ = Volunteer Need
- ☐ = Misc. Items to Purchase
- ☐ = Rentals Needed

Event Set-up/Décor:

Outside:	Needs
<ul style="list-style-type: none">• Set up TEDx outdoor banner on grass in front of main entrance weighted down• Two volunteers to act as greeters opening the door ect.• One greeter stationed by the handicapped accessible entrance• TEDxUtica Parking signs (needed?)	<ul style="list-style-type: none"><input type="checkbox"/> TEDxUtica Outdoor Banner<input type="checkbox"/> 3 Volunteers dressed in red and black or TEDx T-shirt<input type="checkbox"/> Sand/water bags<input type="checkbox"/> TEDx Parking signs?

Lobby:	Needs
--------	-------

<ul style="list-style-type: none"> • Hang TEDxUtica banner above stairs • Hang Dream Develop Deliver (DDD) banner over Community Room (CR) entrance • Hang Partner banner (vertical layout if possible) to the right of elevator • Set up partner big idea monitor to left of the elevator • Set up Promise Wall (PW) on wall between left stairwell and office door (?) • Set up Big Idea Wall (BIW) (location???) • Restroom signs w/ arrows printed on card stock, hole punched and hung from drop ceiling • Set up 5 2x3 Partner info tables with linens (black w/ red overlay) • Set up 2 2x3 registration tables with linens (black w/ red overlay) • Big idea partner cards 	<ul style="list-style-type: none"> <input type="checkbox"/> TEDXUtica Banner <input type="checkbox"/> DDD Banner <input type="checkbox"/> Partner banner <input type="checkbox"/> Drop ceiling hooks <input type="checkbox"/> Zip ties <input type="checkbox"/> Painter's tape for PW & BIW <input type="checkbox"/> Monitor with stand and input method (DVD player, computer etc.) <input type="checkbox"/> 7 2x3 tables <input type="checkbox"/> 7 black linens <input type="checkbox"/> 7 red overlays <input type="checkbox"/> Professional sign for Promise Wall (?) <input type="checkbox"/> Professional sign for Big Idea Wall (?) <input type="checkbox"/> Several designed restroom signs w/ arrows pointing both left and right <input type="checkbox"/> One (1) volunteer stationed at PW dressed in red and black or TEDx T-shirt
--	---

Registration Tables:	Needs
<ul style="list-style-type: none"> • 2 alphabetized reg. lists • Pens/black sharpies • Graphically designed name tags in clip on holder (w/ descriptions on back and in a basket for drawing if we use as networking activity) • TEDx tote bags with: <ul style="list-style-type: none"> ○ Program ○ Promise card ○ Big Idea Card ○ Pen for notes 	<ul style="list-style-type: none"> <input type="checkbox"/> 2 Alphabetized registration lists <input type="checkbox"/> 2 volunteers stationed at PW dressed in red and black or TEDx T-shirt <input type="checkbox"/> Extra pens <input type="checkbox"/> 150 designed name tags in clip holder <input type="checkbox"/> 150 clip name tag holders <input type="checkbox"/> Basket for name tag drawing (if app.) or narrow boxes/baskets to be arranged alphabetically A-L & M-Z <input type="checkbox"/> 150-200 stuffed TEDx tote bags <input type="checkbox"/> 200 Programs <input type="checkbox"/> 200 Promise cards <input type="checkbox"/> 200 Big Idea cards <input type="checkbox"/> 2 black sharpies <input type="checkbox"/> Extra blank name tags <input type="checkbox"/> Highlighters

Community Room:	Supplies
-----------------	----------

<ul style="list-style-type: none"> • 150-200 chairs set up theater seating style (LL&L Staff) • 4-5 8' rounds set up in back w/ chairs w/ floor length white linens and 2 red 2 black overlays with lrg light bulb centerpieces, partner table tents and candles (?) on top • 12 pub tables set up on each side of seating area (6&6) with floor length linens (2 red, 2 black, 2 white) tied w/ pipe cleaners with small light bulb centerpieces, partner table tents and candles (?) on top • 4 light sculptures framing seating area with cords taped down • Book staircase sculpture on stage • Set up music stand on stage for speaker notes • 2 3D TEDxUtica signs for the stage • Hang arched TEDxUtica DDD banner to cover Hebrew • Food and bar tables set up by RCIL staff with white floor length linens and all serve ware 	<ul style="list-style-type: none"> <input type="checkbox"/> 12 pub tables (from Tent All Rent All) <input type="checkbox"/> Round tables, food tables and chairs all provided by RCIL <input type="checkbox"/> 12 floor length pub table linens <ul style="list-style-type: none"> ○ 4 black ○ 4 red ○ 4 white <input type="checkbox"/> White linens for rounds and food tables <input type="checkbox"/> 2 red 2 black overlays for guest rounds <input type="checkbox"/> 4 light sculptures <input type="checkbox"/> Extension cords <input type="checkbox"/> Wide painters tape for cords (or other RCIL acceptable tape) <input type="checkbox"/> 12 small light bulb center pieces <input type="checkbox"/> 4 lrg light bulb center pieces <input type="checkbox"/> Candle holders ?? <input type="checkbox"/> Candles ?? <input type="checkbox"/> Lighter ?? <input type="checkbox"/> Sleek music stand <input type="checkbox"/> Arc Arched TEDxUtica DDD banner <input type="checkbox"/> 50 Partner table tents <input type="checkbox"/> Tall ladder <input type="checkbox"/> Whatever tools we deem best to hang arched banner <input type="checkbox"/> Beer/wine - 8 cases of beer, 6 cases red, 4 case white <input type="checkbox"/> Liquor permit
---	--

Community Room Tech:	Supplies
<ul style="list-style-type: none"> • 2 projectors for B&W people projection • Projector for talk slides • Projector for Twitter feeds • Sound (all needed supplies provided by sound guys/RCIL) • Lighting (all needed supplies provided by lighting guys) • Video/Live stream (all supplies provided by video guy) • Background music for registration and breaks 	<ul style="list-style-type: none"> <input type="checkbox"/> 4 projectors <input type="checkbox"/> 4 tables/stands for projectors <input type="checkbox"/> Linens for projector tables??? <input type="checkbox"/> Extension cords <input type="checkbox"/> Tape for cords <input type="checkbox"/> Computer for Twitter <input type="checkbox"/> 1 volunteer to man twitter feeds <input type="checkbox"/> 1 volunteer to monitor projectors <input type="checkbox"/> Computer for speaker slides <input type="checkbox"/> Backup disc of speaker slides <input type="checkbox"/> 1 volunteer to man speaker slides <input type="checkbox"/> Volunteers to help with mic-ing?? <input type="checkbox"/> Background music <input type="checkbox"/> 6 headsets for organizers/volunteers

Speaker Prep Room:	Supplies
--------------------	----------

<ul style="list-style-type: none"> • Set up room with water, food, notepads, pens ???? • Have relaxing/calming music playing 	<ul style="list-style-type: none"> <input type="checkbox"/> Water <input type="checkbox"/> Food <input type="checkbox"/> Notepads <input type="checkbox"/> Pens <input type="checkbox"/> CD player/ipod w/ speakers <input type="checkbox"/> Calming music <input type="checkbox"/> 2 volunteers to support speaker needs and act as runners w/ headsets
--	---

Break Activities:	Supplies
<ul style="list-style-type: none"> • ??? • 	<ul style="list-style-type: none"> <input type="checkbox"/> 8 volunteers in plain clothes to promote mingling <input type="checkbox"/> ???