

LIFESTYLE LOUNGE EVENT OPERATIONS MANUAL

TO BE ACCOMPLISHED BEFORE THE START OF THE EVENT

EVENT MANAGER

- Designate vendors to a space * refer to map in your clipboard
- Help vendors set up tables, get them table clothes- ASK Robert (manager)
- Ask for the WIFI and password to give to each sponsor/vendor
- Check in if sponsors need anything else.

Sound and lighting- designate 1 person to this job look at tasks list in clipboard

STEVE

- Set up music and mic – connect near the bar with extension cord
- Set up lighting – it is on the left hand side wall facing the stage- Should be not too dim. Not too bright

Goodie Bags – 2 people designated to this job in task list

- Collect each sponsor's offer/coupon cards for the goodie bags
- Bring everything to Assemble downstairs
- Bring assembled goodie bags inside ticket booth
- Same people to distribute goodie bags AFTER the talks. Approx @ 845pm

Space set up

- Coat rack set up next to glass door up against wall
- Approximately 40 chairs set up facing the bar. Ask for help with this from someone who is a sponsor assistant
- Make sure there is toilet paper and paper towels as well as soap. Supplies are in a closet out of the exit next to the bar

Food/Ice set up

- Lay out food on the bar with napkins
- Ask Robert to have ice brought up if water or beverage sponsor needs it
- Set up ice in buckets and place beverages in it to display on bar

Wellness treatment people

- Refer to map to see where to place them * refer to map as to what each one needs, like chairs ect.
- Hang signs up for each therapist on the wall behind each station. (Tape and scissors by the bar, signs are at your clipboard)

DURING THE EVENT

- Check in at door

- Give every vendor a 10 min heads up for pausing consults at 755
- Let (speaker) know she will start speaking at 805 and to look out for the time keeper holding the card sitting in front) who will let her know the 5 minute mark and 1 minute mark left * time card in your clipboard, give to assistant
- Close the curtains to be the backdrop for the talk at 755pm
- Turn up the lights for talks and check microphone before the talks at about 745, near the curtains. ** the sound/lighting person can do this

BEFORE THE TALK AT 8PM

- Have xxx be the time keeper during talks, hold up time cards, *she must sit up front
- Give me the speakers intro and sponsor notes in clipboard at 755pm. VERY IMPORTANT
- Have someone stop the music

TOWARDS THE END OF THE EVENT

- Passing out goodie bags at 845pm
- Let them know to have each attendee hand in their red ticket to receive a goodie bag

CLEAN UP

- Ask each sponsor/vendor to Fold up their table cloth
- Everyone pitch in to pick up cups and garbage
- Bar clean up, throw away ice in buckets, place buckets back in small room by bar