

## LA GENERAL EVENT TO-DO LIST TEMPLATE

EVENT TITLE	DATE	No Changes After	LOCATION
25+ Years of Service Recognition Ceremony	22-Jun	20-Jun	Basketball Courts, OPD Courtyard
<b>CHECKLIST MUST BE COMPLETED 7 DAYS PRIOR TO EVENT. WALKTHOUGH MUST BE COMPLETED DURING MEETING #2 RUN OF SHOW MUST BE COMPLETED 7 DAYS PRIOR TO EVENT. LAST MINUTE REQUESTS WILL NOT BE ACCOMODATED.</b>			

SAMPLE

TASK TITLE	PERSON RESPONSIBLE	PRIORITY	DATE DUE	DATE COMPLETED	COMMENTS
Reserve Space	Empoloyee Engagement	MEDIUM			
Complete Event Request Form / PIO	Hosted by Employee Engagement	LOW			
Inform Facilities	Concepcio Castro	MEDIUM			
Create Flyer	Alex Salguero	MEDIUM			
Submit Poster Request	Alex Salguero	MEDIUM			
Meeting #1 Mandatory	ALL TEAMS	MEDIUM			
Request Sponsorship/Refreshments	Concepcio Castro	MEDIUM			
Print Poster	Anthony Jackson	MEDIUM			
Poster Pickup	Alex Salguero	MEDIUM			
Linen request	Alex Salguero				
Order Tables and Chairs	Alex Salguero				
Email servicon with plot map, table and chair set up	Alex Salguero	MEDIUM			
Meeting #2 Mandatory/Walk-through	ALL TEAMS	MEDIUM			
Create Plot map for servicon	Alex Salguero	MEDIUM			
Create menu for tables	Alex Salguero	MEDIUM			
Confirm Drop off time for tables and chairs	Alex Salguero	MEDIUM			
Create order forms	Alex Salguero	MEDIUM			
T-shirt souvineirs	Gaby H-G.	MEDIUM			
Step and repeat retrieval (weights)	Gaby H-G.	MEDIUM			
Podium drop off	Michael G.	MEDIUM			
Deliver easels (2)	Gaby H-G.	MEDIUM			
provide LA general tents to bill walton	Gaby H-G.	MEDIUM			
Create Run of Show	Vivian/Thai	MEDIUM			
Create Program (Invite Speakers)	Thai, Alex, Connie, Stella	MEDIUM			
Pick up table cloths	Gaby H-G. / volunteers	MEDIUM			
Finalize run of show	Concepcion/Stella	MEDIUM			
Order Podium	Digital Media team	MEDIUM			
Audio (PA, Speakers, mic, stand, etc.)	Bobby Grace	MEDIUM			
Backdrop drop off	Gaby H-G.	MEDIUM			
Balloon arch delivery	Gaby, Alex, Volunteers	MEDIUM			
Confirm Pick up Time for tables and chairs	Alex Salguero	MEDIUM			
Pen, pins, coin drop off	Gaby H-G.	MEDIUM			

PRIORITY MENU
HIGH
MEDIUM
LOW

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<input checked="" type="checkbox"/>	Podium drop off to event site	John (Jvolunteers)	MEDIUM		
<input checked="" type="checkbox"/>	Print Run of Show for executives	Alex Salguero	MEDIUM		
<input checked="" type="checkbox"/>	Send Broadcast (invite)	Alex Salguero	MEDIUM		
<input type="checkbox"/>	Certificate drop off	Employee engagement	HIGH		
<input type="checkbox"/>	T-shirt drop off at event location (registration table)	Employee engagement/vol.	HIGH		
<input type="checkbox"/>	Assign Clean up crew (EVS follow up)	Vivian	HIGH		
<input type="checkbox"/>	Final run through	ALL TEAMS	HIGH		
<input type="checkbox"/>	Table decorations	Gaby H-G./Employee engagement	HIGH		
<input type="checkbox"/>	Internal meeting to debrief event	ALL TEAMS	LOW		

SAMPLE

# LA GENERAL RUN OF SHOW

EVENT TITLE	DATE(S)	LOCATION
25+ Year Employee Recognition 2023	22-Jun-23	Basketball Courts between IRD & OPD

Time	Run of Show (FINAL RUN OF SHOW DUE 7 DAYS PRIOR)	COMMENTS
6:00AM - 7:00AM	Inflate balloons/set up balloon arch	Alex + employee engagement
7:00AM - 8:00AM	Step and repeat/backdrop, mic set up delivery	Gabby step and repeat, Wellness Center (mic set up)
8:00 AM - 9:00 AM	Set up tables and chairs	Set up will be completed by servicon. Point of contact is Bill Walton.
9:00 AM - 10:00 AM	Table decorations	Employee engagement. Will include /linen/table numbering/ center pieces/ menus/ order forms, and pens (pens will be provided by Thai L.)
10:00 AM	Balloon arch delivered to event site	Employee engagement will coordinate
10:00 AM - 11:00 AM	<b>Final Walk Through</b>	<b>ALL TEAMS</b>
11:00 AM - 12:00 AM	Invited guests arrive/register	Guests will check in and be provided a meal ticket and merch ticket. They will then proceed to the following table to receive their fruit cup.
11:10	<b>Voice of God</b>	Concepcion Castro will inform staff to take their seats and fill out order forms
11:30 AM - 12:00 PM	Lunch orders taken	Volunteering managers and staff will begin taking order stubs and provide to the in-n-out truck
<b>PROGRAM BEGINS</b>		
12:00PM-12:05PM	Announcements to begin, Jorge Orozco CEO opening remarks	CEO, Welcoming remarks
12:05PM-12:30PM	CEO will begin the calling of the names by year	Ryan, Connie, and another individual will assist in handing out a pin, a coin, and certificate (laid out on table, podium right)
12:05PM-12:30PM	Staff will receive their certificate, pin, coin, and will be photographed	DHS photographer will be on site to take photos
12:10PM-1:00 PM	Food will be distributed by volunteering managers and staff members	Employee engagement will coordinate
1:00 - 1:30 pm	Staff continue to eat/mingle/take photos	Backdrop available for photo-op
1:30 - 2:00 pm	Clean up crew	Vivian to assign/servicon retrieve table and chairs


SAMPLE

## Responsibilities

Graphics, flyers, live stream, broadcasts,  
posters

Audio system

Tables & Chairs

Tent Requests

Power Washing

Linen

Volunteers

## Team

**Digital media Team**

**Facilities**

**Facilities**

**Facilities**

**Facilities**

**Laundry**

**Volunteer Department**

SAMPLE

## Workflow

Tasks will be assigned during event meetings: [lgeneralpio@dhs.lacounty.gov](mailto:lgeneralpio@dhs.lacounty.gov)

Place ticket with Facilities, POC Ricardo Rodriguez: [rirodriguez@dhs.lacounty.gov](mailto:rirodriguez@dhs.lacounty.gov)

up to [nsantos@dhs.lacounty.gov](mailto:nsantos@dhs.lacounty.gov) with event details (pick up & drop off times) . She is POC for servicon who fufills the table and chairs request

Place ticket with Facilities, POC Ricardo Rodriguez: [rirodriguez@dhs.lacounty.gov](mailto:rirodriguez@dhs.lacounty.gov)

POC Ricardo Rodriguez: [rirodriguez@dhs.lacounty.gov](mailto:rirodriguez@dhs.lacounty.gov)

Contact Josefina Alba [jdealba@dhs.lacounty.gov](mailto:jdealba@dhs.lacounty.gov)

Contact Gabriela Hernandez Gonzalez: [ghgonzalez@dhs.lacounty.gov](mailto:ghgonzalez@dhs.lacounty.gov)

**For any extension please call the operator**

SAMPLE