



HEALTHCARE SUPPLIER  
DIVERSITY ALLIANCE  
AWARENESS • DEVELOPMENT • OPPORTUNITY

## Conference Checklist

### HSDA Conference Checklist

- 1) Sponsor Submissions/ Complete Program
- 2) Questionnaire from Admins
- 3) Sponsor and Attendee Listing Maintenance
- 4) Name tag Christy V. for greeting
- 5) Poster with right arrow (with sponsor logos)
- 6) Poster w/o arrow (with sponsor logos)

### Person Assigned

Mary Rush  
Mary Rush  
Brenda Brown  
Mary Rush  
Mary Rush

Poster Details for both : Name of organization, with HSDA background and Logo, and Theme of Conference.

- 7) Signage for both rooms in Gleacher Center  
(Posters with sponsor logos, easels)

Mary Rush

- 8) Confirm availability of A/V Equipment in  
Both Rooms

Christy V.

- 9) Menu Order for Breakfast and Luncheon

Maye Foster Thompson

- 10) Tabletop Centerpieces for Breakfast  
and Luncheon; confirm table set up

Maye Foster Thompson

- 11) Confirm Registration Table  
(Availability, Location, Pipe and Drape)

Christy V.

- 12) Confirm 8' Sponsor Table (Pipe and Drape)

Christy V.

- 13) Receive packages and label them to spec:  
If total # of boxes = 20, then label them  
University of Chicago Hospitals  
c/o Gleacher Center  
Box 1 of 20 (Box 2 of 20, Box 3 of 20)  
Event Date: September 29, 2005

\*\*Delivery instructions on labels will need to include Gleacher Center Staff: route all University of Chicago Hospital Boxes to Auditorium room (200).

Kathy Benn and Mark Kettner

- 14) Provide list of shipments received by  
Friday, September 23 to mary@abouttrimedia.com  
Book courier service for Sept. 28, to deliver  
late afternoon (4 p.m.) no later than 5 p.m.

Mark Kettner

- 15) Contact made to admins to confirm receipt  
of shipments

Mary Rush

- 16) eBlast: Directions with parking instructions

Mary Rush

- 17) **All presentations due immediately**

### Agenda Participants

- 18) **All Boxes should have been shipped**

### Sponsor Levels Platinum and Above

### One Day Before Event

- 1) Courier delivers boxes
- 2) Review Rm. 200 at 2:30 p.m.
- 3) Review Rm. 600 at 3:00 p.m.
- 4) Compile instructions for boxes/ display set-up

c/o Mark Kettner

Brenda, Mary and Page Thiele

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### Day of Event

- 1) 7 a.m.: Confirm Room Set Up
- 2) Man Registration Table
- 3) Route sponsor materials (received during  
registration)
- 4) Float for attendee needs during sessions
- 5) Greeter at front lobby

Brenda, Mary and Christy V.

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Brenda, Mary and Christy V.

Christy V.