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| **√** | **Item** | **Date** | **Responsible** | **Comments** |
| **√** | Reserve rooms for meeting (800/1100), overflow (800/1100) and JESH videotaping.  Calendar invites for meetings | Jan 2015 | LTLE | 1100- Rm 2201  Calendar invite to ALL Employees from ABC  USA (cc BLC) |
|  | Collect ideas on specific topics and key messages from their business partners during team performance board meeting (*i.e., President’s Award, Service Anniversaries, etc.)* | 6 weeks prior | SUOC |  |
|  | Confirm videographer for highlights video | 6 weeks prior | EMAE | The Artist Group See templates in shared folder |
|  | Develop draft agenda within template | 5 weeks prior | SUOC | See templates in shared folder |
|  | Get TWYM approval on agenda | 4-5 weeks prior | SUOC |  |
|  | Confirm 1100 staff, rehearsal time & video room set up with NCEG | 4-5 weeks prior | LTLE | Furniture needs Badges for vendors (TSP; Artist Group; BLC Contingent) |
|  | Confirm IT & Facilities support in 800/1100 | 4 weeks prior | LTLE | DNDE (Facilities) DVSO (IT/Cisco) |
|  | Meeting objectives and a draft agenda are advanced to SNOY and CUOT for review and approval | 4 weeks prior | SUOC |  |
|  | Draft agenda sent to TSP | 4 weeks prior | EMAE |  |
|  | Set-up/Secure catering | 4 weeks prior | LTLE | CulinArt  The Gallery Café |
|  | Agenda sent to JESH for approval | 3 weeks prior | SUOC |  |
|  | Once agenda is confirmed, reach out to slide deck creators/presenters. | 3 weeks prior | EMAE | Ask if rehearsal is needed \*\*Create template\*\* |
|  | Confirm ET attendance | 2 weeks prior | LTLE | Reach out to EAs (11 total) Let KAWE know outcome |
|  | Touch-base with videographer for highlights video | 2 weeks prior | EMAE | Remind - audio files needed See template in shared folder |
|  | Touch-base with catering | 2 weeks prior | LTLE |  |
|  | Communication to ET (which building they are in) | 1-2 weeks prior | KAWE | Confirm content with SUOC KAWE to write & send (copy EAs)  See template in shared folder |
|  | Communication to Admins with directions for their departments | 1-2 weeks prior | KAWE | KAWE to write & send See template in shared folder |
|  | TSP to provide show-flow | 1-2 weeks prior | TSP | Detailed (step-by-step) copy to provide JESH  Template in shared folder |
|  | Develop video Q&A | 1-2 weeks prior | KAWE | Reach out to Ambassadors Reach out to BLC Refer to JESH deck |
|  | Contact 800 SMR ET host with instructions | 1-2 weeks prior | KAWE | Use template message |
|  | Confirm attendance of employees being recognized (25+ anniversaries, awards etc). | 1-2 weeks prior | LTLE | Contact JCAT for service anniversaries  Contact KHYW to confirm champagne |
|  | Approve video Q&A | 1 week prior | SUOC |  |
|  | Send Show flow to JESH and JASC.  Send Video flow to JESH | 4 days prior | SUOC |  |
|  | Distribute The Link article | 2-3 days prior | KAWE | Agenda  Time  “Rules” |
|  | Touch-base with catering | 2 days prior | LTLE |  |
|  | Create draft of post-meeting survey. Circulate to SUOC | 1-2 days prior | EMAE |  |
|  | Oversee TSP set-up | 1 day prior | LTLE | Add details |
|  | Rehearsal & set-up | 1 day prior | All | Add details |
|  | Arrive ninety minutes before meeting start.  Meet videographer at 1100 | Day of meeting | All    KAWE |  |
|  | Execute meeting | Day of meeting | All |  |
|  | Guide employees into meeting space | Day of meeting | All |  |
|  | Observe food consumption/leftovers  Observe seating | Day of meeting | All |  |
|  |  |  |  |  |
|  | Tape JESH video | Day of meeting | KAWE/SUOC |  |
|  | Get audio files of video from vendor – onsite | Day of meeting | KAWE |  |
|  | Create follow-up survey | 2-3 days prior | EMAE |  |
|  | Get video transcribed |  | KAWE |  |
|  | Finalize/Distribute follow-up survey | Day of meeting | EMAE |  |
|  | Post managers slides & distribute communication | When JESH video is published | KAWE | NOTE: View “notes view” to ensure all speakers notes are removed |
|  | Publish BSC pdf on GlobeShare | After meeting | EMAE |  |
|  | Manage videographer/ video edits |  | KAWE |  |
|  | Get approval on video from CUOT |  | KAWE |  |
|  | Post highlights video & distribute |  | KAWE |  |
|  | Send Thank-you to support |  | All |  |
|  | Meeting debrief/follow up meeting |  | All |  |
|  | Obtain video clips of meeting and post on limelight – but do not distribute. |  | EMAE |  |
|  | Post the President’s report video on News (via limelight, not TheTube).  (Handle other requests for video clips on a case-by-case basis.) |  | EMAE |  |
|  | Direct people who request videos shown by other groups as part of the company meeting to the owner of that specific video. |  | All |  |
|  |  |  |  |  |