

## **FACILITIES DIVISION**

Determine the physical needs of all the divisions in order to function at the venue during the weekend conference. Make arrangements to provide the physical needs within the jurisdictions of the venue.

### **CO-ORDINATOR**

1. Chair the monthly divisional planning meeting.
2. Co-ordinate with each department, the responsibilities of the division.

### **DIVISION SECRETARY**

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

### **DEPARTMENT LEADERS**

#### **1. EXHIBIT BOOTHS**

Assist the Office in providing a floor plan of the layout for exhibit booths, by (date) for the coming year.

Liaison with Registrar to arrange for tables, chairs, and drapes or marquees. Also make arrangements to provide electricity for booths, if available.

Oversee the set-up of the booths; provide & mount booth number cards; provide & mount aisle number cards & holders.

Enlist "on-site personnel" to be assigned to shifts who will oversee the exhibit area during the festival. Work closely with the registrar who will have a record of registrations.

#### **2. MOVE-IN/MOVE-OUT**

Oversee the move-in and move-out of the agency exhibit booths.

Plan a procedure that will be included in the instructions sent to agencies prior to the festival.

Arrange for traffic control at the drop-off site.

Arrange for pick-up, delivery and return of office (equipment & supplies), audio and visual equipment and children's equipment.

#### **3. BUILDING LOGISTICS**

Prepare information and communicate to each division, the regulations of the use of the premises being rented.

Determine the needs of each division and the assignment of rooms. Cooperate with the building managers and provide information about the needs of the conference.

Plan for traffic control, drop-off and parking. Make plans for security.

#### **4. BUILDING DECOR AND GRAPHICS**

Determine the signs needed for each activity by consulting with the other divisions; have them made and brought to the festival. Enlist a graphic artist to create a floor plan to be mounted to help people find the exhibits in the conference.

Set up signs and banners during the move-in; remove & store signs when temporary functions end and during move-out.

#### **5. SHUTTLE VEHICLES and DRIVERS**

Obtain vehicles and enlist qualified drivers to assist transportation of people from public transportation depots, terminals, and the airport.