



WISCONSIN HEALTHCARE ENGINEERING ASSOCIATION

WHEA Annual conference tasks list

4/22/13

Monday:

1. Move all material from storage warehouse to conference center.
2. Work with hotel staff by getting them the banners to install and work with room set-up.
3. Put all logo ware clothing on racks.
4. Assist Roger Elliott with setting up first time attendee and other displays.
5. Confirm unloading locations and access for exhibitors.
6. Purchase door prizes, if not already done.
7. Review what A/V equipment is in the contract with the convention center.
8. Install directional signs between the Hotel and the convention center.

Tuesday

1. Station greeters at the main entrance to the convention center (10 a.m.- 4 p.m.).
2. Staff vendor registration counter.
3. Assist vendors by providing directions and obtaining carts for them to move their equipment.
4. Assist Jane when requested.
5. Assist Red in preparing for door prize drawings.
6. Assist Red in collecting and sorting evaluations.
7. Confirm that conference rooms are set-up/ equipped per the contract.
8. Attend conference committee meeting.
9. Security/welcoming for Tuesday evening reception.
10. Staff Bob's general store selling logo wear.
11. Staff / welcome first time attendees.

Wednesday

1. Station greeters at the main entrance to the convention center (7 a.m. - 4p.m.).
2. Staff vendor registration counter.
3. Assist vendors by providing directions and obtaining carts for them to move in their equipment.
4. Assist Red with door prize drawings and evaluations.
5. Set up/take down WHEA booth for the exhibit show.
6. Assist Jane when requested.
7. Create vendor lists (2) for door prize drawings.
8. Announce door prize drawings.
9. Staff Bob's general store.
10. Confirm that conference rooms are set-up/ equipped per the contract.

www.whea.com



WISCONSIN HEALTHCARE ENGINEERING ASSOCIATION

Thursday

- 1. Station greeters at the main entrance to the convention center (7 a.m. - 11:30 am.). People need directions to the various chapter meetings.**
- 2. Staff education registration throughout the day as requested by Jane.**
- 3. Assist Red with door prize drawings and evaluations.**
- 4. Staff first time attendee booth**
- 5. Staff Bob's general store.**
- 6. Assist Jane when requested.**
- 7. Provide staffing for banquet as requested by Jim Tuenas.**
- 8. Confirm that conference rooms are set-up/ equipped per the contract.**

Friday

- 1. Take down exhibits after the first session begins.**
- 2. Assist Red with door prizes and evaluations.**
- 3. Be available to assist hotel staff with taking down banners at the close of the conference.**
- 4. Return logo wear and conference supplies to the warehouse.**
- 5. Attend post conference committee meeting.**
- 6. Assist Jane when requested.**
- 7. Move logo wear and supplies back to the storage facility.**
- 8. Confirm that conference rooms are set-up/ equipped per the contract.**