Checklist for events of the Entrepreneurs Forum:

1. Prepare PowerPoint Introduction, Event Agenda, Speaker Bios and Ratings Form (Russ Frandsen normally prints them)
2. Bring your own laptop
3. Ensure Maureen Whalen is CC'ed on all emails concerning logistics.
4. Maureen will prepare catering, registration and nametags and print the event handouts (Agenda, Speaker Bios and Ratings Form)
5. Ensure 3 Tables are delivered by Caltech Facilities. This should be ordered automatically by Melinda but Lynn or Maureen will verify.
6. Reserve 4 microphones with Chris Mach, the Cahill lead. His email is cmach@alice.caltech.edu but Lynn or Maureen will verify this also.
7. If the doors are locked Saturday morning, call Security Dispatch at (626) 395-3164 and they will send someone.
8. Have Speakers sign the AV Release Form for recording
9. Have Speaker email their presentations or load them from memory sticks prior to the event.

The following Checklist is for often used by Producers/Moderators at the start of events:

1. Remind attendees to turn off cell phones
2. Remind speakers to speak close to the microphone (swallow the mic)
3. Highlight that WiFi available from "Caltech Guest" (this is highlighted on the opening PPT Slide)
4. Switch from the rotating PPT to the static PPT presentation - leave the presentation on the Intro slide at the beginning of the event so the rotating slides aren't distracting
5. Remind attendees to fill out the ratings form at the end of the event
6. Thank the speaker and show the Caltech Mugs as gifts of the Committee