The following Checklist is for events of the Caltech Entrepreneurs Forum:

1. Prepare PowerPoint Introduction, Event Agenda, Speaker Bios and Ratings Form
2. Ensure Maureen Whalen is CC'ed on all emails concerning logistics.
3. Maureen will prepare catering, registration and nametags and print the event handouts (Agenda, Speaker Bios and Ratings Form)
4. Ensure 3 Tables are delivered by Caltech Facilities. This should be ordered automatically by Melinda but Lynn or Maureen will verify.
5. Reserve 4 microphones with Chris Mach, the Cahill lead. His email is cmach@alice.caltech.edu but Lynn or Maureen will verify this also.
6. If the doors are locked Saturday morning, call Security Dispatch at (626) 395-3164 and they will send someone.