

Operations Staff

Event Preparation Checklist				
Virginia Key Beach Park Trust				
Event		Date of Event		
Cultural showcase with NBC-6		10/27/2007		
PRE-EVENT - Action Required	Date	Qty. - Comment	Action Completed	Ops Staff
Inform the security guard of the event				
Leave the door crank for the carousel bldg.				
pick up debris, trash, tape on outside of bldg.				
cut grass around carousel bldg. some edging				
Cut small plants on wall of carousel bldg.				
clean out inside of carousel bldg, blower				
wipe down glass block inside/outside				
provide trash cans, 3 (6ft) tables				

Event Staffing Summary:

Kechi, will be staffing the event alone.

Comments/Remarks:

All event set up will take place Saturday, 10/27 from 9am on. The event is 6pm-10pm. Light towers will be delivered on 10/27.