

NASA Climate Day

GROUP

DATE

Apr. 7, 2018 / Saturday

Carla / Melanie

CONTACT

HOURS OF EVENT

10am - 4pm

x162 / x216

PHONE #

of GUESTS

CLIENT ARRIVAL TIME

OTHER ROOMS

MoF Contact:

Type of Event:

public programs

A/V EQUIPMENT

Video Wall

Connection: ☒ VGA ☐ HDMI

Computer Location: video wall

Audio: ☒ yes / no

Wireless Lavalier Mic

Wireless Handheld Mic

☒ Laptop

Main Room

50" TV Monitors

☒ Podium/Mic

6' x 8' Riser

Wireless Lavalier Mic

Wireless Handheld Mic

Ipod/Mp3 Player

Laptop

☒ Power - see tables marked "p"

DVD/Blu-ray Player

☒ Power Point Remote

FFT Theatre

DVD / Blu-ray Player

Laptop: VGA / HDMI

Audio yes / no

Location:

ROOM SET-UP

☐ M&S Set

☒ MoF Set (fill out below)

15 # of Chairs

6 6 ft. Tables

8 8 ft. Tables

72" round tables

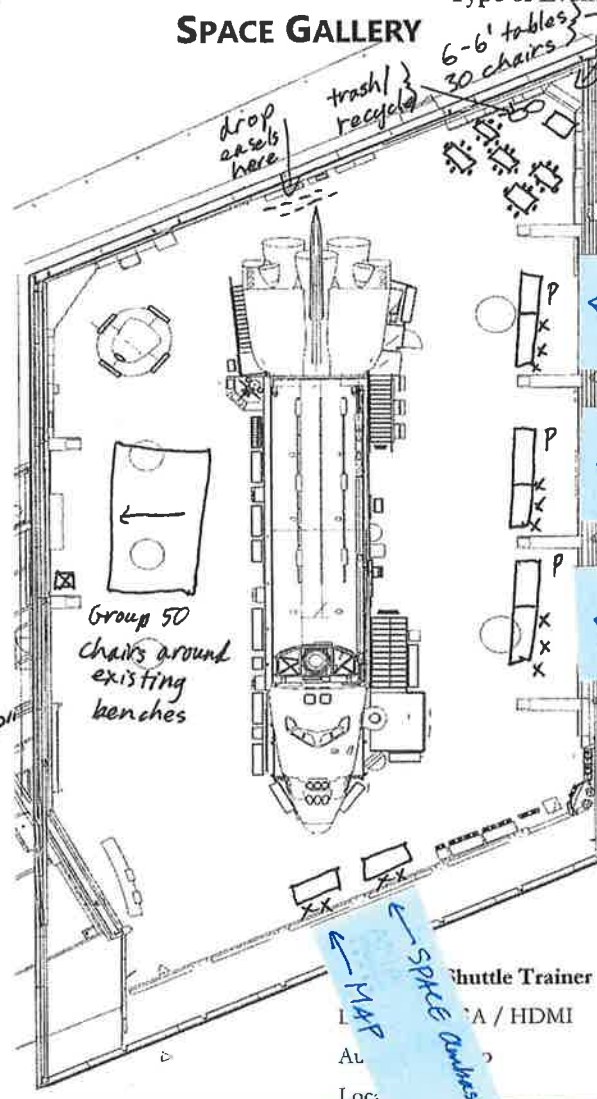
Bistro Tables

Linens: ☒ Yes ☐ No

8 Easels ☒ Trashcan

Flipchart ☒ Recycle Bin

SPACE GALLERY



INVOICE INFO

Room:

AV:

Add'l Guests:

Sims:

Misc:

GUEST INFO

Guest Arrival: Cars / Buses

ENTERTAINMENT

Music: Band / DJ

Name:

Phone #:

Arrival:

CREW COMPARTMENT TOURS

CC Tours? ☐ Yes ☐ No

Start: End:

EVENT AGENDA

10am - 4pm Community Partner tables & activities

11am, 1pm Weekend Family workshops

1pm Aerospace Update talk

2pm Climate Day lecture

DELIVERIES

Who:

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When:

Where:

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