

Action Items

Item	By	Due Date	Complete
<i>Groundbreaking</i>			
Secure Location			
Secure and install seating			
Podium and sound system, if required			
Order mementos (shovels)			
Food table – plan, secure set-up/tear down			
Arrange U photographer			
Send Press Release			
Develop internal web page w/value proposition			
Follow-up press contacts			
Contact all participants about their roles			
<i>News Conference</i>			
Send media advisory			
Follow-up press contacts w/photographer			
Arrange interviews			
Secure room w/AV system			
Food and drinks			
Mementos/gifts			
Draft Agenda			
Cleanup and thank-yous			
Upload webcast			
Follow-up press contacts with webcast address			