**BulletinBoardsAndMore.Com**  ***Checklist’*** /Order Form: No SCAN, no PDF.. Please! ☹ **Save ‘n Send** in ‘**Word !**’ to: **samford7\_1999@yahoo.com** or u can call 619-804-0002

Client’s Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative / Coordinator \_\_\_\_\_ Phone #\_\_\_ Cell #\_\_ E-mail \_\_\_ On-site person’s name & Cell (if different) \_\_\_ Cell: \_\_ Venue & Address: \_\_\_\_\_\_\_\_

**Venue manager/contact**:\_\_\_\_ Ph. #\_\_\_ E-mail \_\_\_ **Set–up Room / Location name:** \_\_\_ Floor # \_\_\_ Ramps available? \_\_\_

Number of Bulletin Boards \_\_\_4’x6’ \_\_\_\_ 4’x8’ \_\_\_Whiteboards 4’x6’

\_\_\_4x8’ Whiteboards (Only avail in San Diego ) \_\_\_Whiteboard Marker/Eraser sets

**OUTDOORS EVENT ?\_\_\_Requires sandbags #\_\_ Weather Disclaimer \_\_\_**

**Important:**  If using an Elevator, is it a shipping elevator/will it hold the 4x6’ or 4x8’ boards? \_\_\_\_\_ Y/N We may need to coordinate w venue staff.

**Setup Time Window** from:\_\_\_ to \_\_\_ (am/pm) Deadline: \_\_\_am/pm Day ( like ‘Thursday’) \_\_\_\_\_\_\_ Delivery **Date**: \_\_\_\_\_\_\_  **(is the setup room/staging area available the Previous day/evening?)** This can make early meetings go much smoother - Usually included 😊

**ACTUAL USE DATE(s):** \_\_\_\_

**Strike ( removal) Window, Date ‘n Time:** (*Possibly the day / morning after?)* From \_\_\_ to \_\_\_ am/pm Day: \_\_\_\_Date: \_\_\_\_

Diagram \_\_\_ (Y/N) Think about ease of access for attendees: Having the boards perpendicular to the entrances generally makes it easier to get access to the posters.

Preferred method of Payment\_\_\_ (Credit require a surcharge. Expensive / Messy )

**Other Considerations:**  Lighting is important! Posters need to be readable. Windows / sunlight helps for daytime meetings (# if interior lighting is low you may want to orient the poster perpendicular to windows for daylight to get in – *the opposite of the above!* ). We can help with a diagram. Will you print numbers to assign the posters? \_\_\_\_ **We attach a cup on each side of the boards,** w about 12 push-pins (ask if more needed)

***Other activities in the room?*** Exhibits / Meals / Buffet Setup / Cocktail party? Or other equipment / furniture such as tables and **chairs for persons to rest,** water stations, games… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_