

EBHAN BOARD MEMBERS LOGISTICS LIST  
of SKILLS, EQUIPMENT and RESOURCES

EBHAN Board Members,

We would like to maintain a list of Resources and Equipment within our ranks. Too much time is spent emailing and phoning whenever we have an event with the same needs and requests. Putting together such a list will save time and be a lifeline tool for any Event Champion. As you will each serve this roll at some time, we will all benefit.

RESOURCES

1. Venues – Do you have access to any venue(s) of any size? Our events range from casual patio/outdoors to auditorium style seating.
2. Speakers – Do you have contacts who can be a featured speaker or panel member? Please list general field of expertise.
3. Rentals, Caterers- Do you have any contacts who will provide services at discounted rates or are reliable and recommended?

EQUIPMENT

1. Audio-visual: Do you have possession of any of the following?
  - Projector
  - Screen
  - Laptop
  - Speakers
  - Microphone
  - Camera (still and video)
  - Electrical cords and extensions
2. Coolers
3. Serving
  - Serving trays, utensils
  - Ice bucket and tongs
  - Wine buckets, openers
  - Tablecloths for six foot tables (please list size, color, number)
  - Wine glasses (10-11 oz size), preferably boxed with dozen count (not expensive, big or delicate)

SKILLS

1. Name badge/tag production- Do you have experience or are willing to learn?
2. Venue – securing, arrangements, set-up. Do you have experience or are willing to learn?
3. Caterers and food – coordinating, selections, quantities, securing, set-up. Do you have experience or are willing to learn?
4. Supplies, rentals, purchasing. Do you have experience or are willing to learn?
5. Time Lines and post-mortems – All Event Champions need to do this, for our files. Do you have experience with this or are willing to learn?
6. Special talent- Do you have any special talent that you would share at our events?

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AREAS OF EXPERTISE OR INTERESTS

- List any areas of expertise or interest that you have or would like to explore.
- These could be related to profession, avocation, hobbies or interests you would like to pursue. Please specify how they apply to you.

## HAAS ALUMNI NETWORK – EAST BAY CHAPTER BOARD MEMBERS' EVENT DUTIES

The role of Board and Associate Board members at all chapter events is one of Haas champion and host. We should always expect alumni and other guests who are attending their first Haas and/or chapter event. They could be undergraduates, MBA students, recent alumni, older alumni and even those who have no Haas affiliation.

Board members are expected to:

- Be aware of set up and presentations
- Help out if anything seems awkward or absent/short
- Help maintain a clean venue appearance. Remember that we do not usually have hired wait staff.
- Welcome guests, circulating to meet and introduce yourself (remember, there could be a guest who knows no one present). If you are a young alumnus/alumnae, remember that older alumni enjoy meeting the next generations of Haas. You may even meet alumni who are interested in joining the board and/or supporting Haas in charitable giving.
- Thank guests for coming. They will always react positively.
- Be aware of time and schedule and help to clean and clear out, especially if the space between event end time and rental end time is short. Many hands make light work.
- Be present always, especially when there is a speaker. Turn off your electronic devices. Do not use phone, text or email. If you must, excuse yourself to an outer room.
- Look for ways you could contribute at a future event. You may even have an idea to improve the event. Share it.

In subscribing to the above, guests will go away with a positive impression of Haas, as you are the faces of EBHAN and of Haas.

Thank you for your participation and contributions as a Board Member! We could not function without you.

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## EAST BAY HAN CHAPTER EVENT PLANNING

June 2011

There is a broad range of event types and styles, along with a range of group sizes. The venues considered should fit the event type and number of guests expected. If students are invited/expected, a reduced pricing level must be included with the budget and planning. No event invitation should be released before the budget, venue and food basics are submitted for review. This is best submitted in the form of a presentation to the board. This invites a wider input to assure a successful event.

### EVENT STYLES

- A. Speaker – Panel – minimal networking
- B. Networking at commercial venue
- C. Interactive learning – Networking
- D. Outdoor – recreational

### VENUE ARRANGEMENT

- A. Auditorium style seating
- B. Seated tables of 4/6/8/10
- C. Mostly standing, some chairs
- D. Casual, open

### VENUE REQUIREMENTS

- A. Audio-visual equipment  
Confirm requirements, venue equipment, any use/rental costs, delivery, equipment testing and time. Any equipment brought in must not present any hazard (e.g. cords must be free from traffic; only blue tape is acceptable) and must be approved by venue management. Electrical outlets should be well-placed with respect to audio-visual set-up and food service, if needed
- B. Tables-chairs-podium  
Confirm availability, set-up by venue or other. Determine seating and table arrangement. Confirm that venue management will set up per your arrangement. Otherwise, set up time and sufficient help must be secured.
- C. Parking and capacity; Bart or other public transportation close by
- D. Room sizes, capacity and layout.
- E. Cost per hour should include set-up and take down time.

### VENUES

For a wider audience, venues close to Bart stations are desirable and convenient. This does not apply to excursion-type sites, such as museums, theatres or the like.

- A. Lafayette Veterans' Hall  
This is the most popular choice, due to its location, pricing, accommodations and parking. Note that management is changing.
- B. Jupiter Ale House, Berkeley  
Jupiter's location is convenient for students, affordable parking and Bart transportation.
- C. Other ideas for venues are always welcome.

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### CATERING

Some venues require in-house or venue-approved caterers. Confirm options first. Also, some venues charge a corkage fee for wines brought in. In some cases, house wines are less expensive than purchased wines plus corkage fees. Some venues only allow wines not on their wine list.

- A. In-house menu or venue-approved caterer or other restrictions
- B. Menu should be appropriate to event, time of day, demographics
- C. Finger foods – cheeses – fruits – finger desserts (e.g. cookies)  
This is the best choice for networking and standing room events. They allow mobility and ease with wine glass in hand. Plates used should be small and optional. Plenty of cocktail napkins suffice for most.
- D. Fork, knife and plate seated meal.
- E. Catering, supplemented with self catering purchases and preparations (e.g. purchased or prepared cheeses/crackers/fruits/nuts/rolls/cookies)

### SELF-CATERING

Self-Catering option must be approved by venue.

- A. Purchased sandwiches – chips – crudités – fruits – cookies (e.g. Costco)
- B. Pot luck (appetizers only/picnic style)
- C. Filled thermal coffee dispensers (e.g. Peet's)s; ask for discounts for school and non-profit organizations.

### CATERERS

- A. A.G. Ferrari  
Boxed lunches, sandwiches, cheese trays, antipasto
- B. Market Hall, Rockridge  
Finger foods: foccacia sandwiches, frittata, empanadas, crostinis, stuffed baby potatoes
- C. Whole Foods
- D. Fraiche Catering (more expensive, but will work with varying budgets)

### BUDGET

Add below costs for 100 paid guests and calculate a per person cost.

- A. Venue cost
- B. Rental cost
- C. Purchasing
- D. Catering
- E. Gift for speaker or featured guest

### SUPPLIES, RENTALS, PURCHASING

Check with board members before purchasing any supplies. Unused supplies are usually on hand.

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- A. Wine glasses
- B. Plates, napkins (paper or other)  
For most events, cocktail size plates and napkins are appropriate.
- C. Clear plastic cups, coffee cups, as needed
- D. Other

### FOOD SELECTIONS

Foods chosen should fit the event and budget- finger foods for standing, mobile guests, fork and knife plated foods for seated events.

- A. The time of day, event style, size of group, budget and demographics will help determine the kinds and quantities of foods selected.
- B. Select foods with a range of appeal, assuring that vegetarians, non-red meat eaters and dairy and nut sensitive guests will have choices.
- C. Per person quantities of catered vegetable crudités and fruits are usually overstated. Order should not be based on total number of guests.

### FOOD PRESENTATION

Food plating should be attractive, even in the most casual event. Flowers?

- A. If possible and the group is large, consider having two separated tables- same food or not. This prevents the slowness of a single, snaking line.
- B. Consider covering the food tables with tablecloths for visual appeal, and to hide containers and boxes.
- C. For foods that are purchased or catered, consider re-plating on platters or baskets if possible and appropriate, e.g. distinguished speaker events.
- D. Be sure to have enough serving utensils (spoons, tongs, forks, cheese knives)
- E. For packing useable left-overs, bring zip-loc bags and/or foil wrap.
- F. Flowers always helps, but try to get someone to put these together. Surely, some members have gardens.

### SET-UP

- A. Tables, chairs for guests; chair will determine layout. If the venue is setting up in advance, they need to be advised of requirements, preferences.
- B. Table(s), chair(s) for Registration, with room for printed Name Badges, extra Name Badges, pens, alphabetical check list of Guests, HAN hand-outs, etc.
- C. HAN banner to drape over table. The co-presidents are in possession of more than one banner.

### VENUE SET-UP COMMITTEE

- A. There should be sufficient help to set up before guests arrive. Note that guests will start arriving as early as 15-30 minutes before start of event. Confirm that the room(s) will be available for set up at least 45 minutes ahead of start time and have food and equipment at the door at that time. Note that the Lafayette Veterans' Hall has two rolling carts with three trays each.



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### VENUE TAKE-DOWN COMMITTEE

- A. All board members present should try to help with the take down. However, it is wise to have a specific list of persons who will take care of this duty. More hands make light and fast work.

### PHOTOGRAPHY/VIDEOGRAPHY ASSIGNMENTS

- A. The board should keep a list of members who have good cameras and video-cameras. In fact, every new board member should be given a personal profile sheet to complete and this should include questions about equipment they own.

### POST-MORTEM

- A. Review of event
  - 1. Event name and champion
  - 2. Description
  - 3. Venue and set-up/layout
  - 4. Food source and menu
  - 5. Purchases, rentals
  - 6. Assignments (e.g. Registration, name badges, purchasing)
- B. Pros, cons, best practices
- C. Recommendations for improvement
- D. List of unused supplies on hand.