

## Day-Of Logistics Sheet (Form B)

**COMMISSION ON DISABILITIES Event Logistics & Coordination Sheet** (*To be distributed to attendees 1 week prior to event*)

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### CRITICAL ACCESS INFO (The "Getting In" Plan)

1. **Is this event open to the public?**  Yes  No
2. **Is a Ticket/Pass Required?**  Yes  No
3. **If a Ticket/Pass is needed, where is it?**

Digital Ticket (Emailed to: \_\_\_\_\_)

Physical Badge (Held by: \_\_\_\_\_)

Will Call Window (Under name: \_\_\_\_\_)

4. **Meeting Point:** (e.g., "North Gate," "Lobby Info Desk") \_\_\_\_\_

5. **Arrival Time:** \_\_\_\_\_

6. **Parking Instructions** (Lot location / Cost / Code): \_\_\_\_\_

○ **Accessibility Map:** (Do we have a map of accessible restrooms/parking for the venue?)

Yes  No

### ON-SITE COORDINATION

**Lead Commissioner:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Commissioners attending:** \_\_\_\_\_

**Event Host/Staff Contact:** \_\_\_\_\_

### MATERIALS NEEDED: (Please check "Yes" only if the item must be brought to the event.)

Yes  No **Table:** (Who is bringing it?) \_\_\_\_\_

Yes  No **Chairs:** # \_\_\_\_ (Who is bringing them?) \_\_\_\_\_

Yes  No **Tablecloth:** (Who is bringing it?) \_\_\_\_\_

Yes  No **Brochures:** (Who is bringing them?) \_\_\_\_\_

Yes  No **Other: (Misc.)** \_\_\_\_\_

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