

# Event Order



<b>Event Order #</b>	890-65-65-293	<b>Account:</b>	Carolina Geological Society
<b>Event Name:</b>	Carolina Geological Society Annual Meeting	<b>Address:</b>	7524 Blue Ridge Point Henderson, NC 27458
<b>Event Date(s):</b>	6/30/2022 - 7/1/2022	<b>Contact:</b>	Tyler Kennedy
<b>Event Manager:</b>	Davey Detailer	<b>Phone:</b>	(919) 453-4387
<b>Catering Manager:</b>		<b>Email:</b>	tyler.kennedy@gcs.org

### Event Staff Assignments

<b>Catering Manager:</b>	Cassandra Caterer	555.242.7587	ccaterer@atlasmeridian.com
<b>Event Manager:</b>	Davey Detailer	555.242.0972	ddetailer@atlasmeridian.com
<b>Sales Manager:</b>	Beckett Booker	555.414.2424	bbooker@atlasmeridian.com

### Event Contacts

<b>Client</b>	Tyler Kennedy	(919) 453-4387	tyler.kennedy@gcs.org
<b>Decorator</b>	Michael Cary	555.867.5309	mcary@GBS.com
<b>Security Vendor</b>	Sal Solano	828.232.2323	sal@bxsecurity.com

### Function Schedule

Date	Time	Function	Client	Arrival	Room	Room Setup	EXP
Thu, 6/30/2022	6:00A-12:00P	Decorator Move-In		Move In			
	6:00A-2:00P	Move In		Move In	Ballroom B	Exhibits	20
	6:00A-2:00P	Vendor Move-in		Registration	A Meeting Room 1	10 for 150	
	6:00A-2:00P	Day		Beverages	Meeting Room 2	Classroom for 50	
	6:00A-2:00P	Welcome/Opening		Session	Meeting Room 3	Classroom for 50	
	12:00P-6:00P	Breakout Session: Erosion by			Ballroom B	Classroom for 50	
	2:00P-3:00P	Groundwater			Lobby Ballroom	Exhibits	
	2:00P-6:00P	Breakout Session: Erosion of			Prefunction Ballroom		50
	3:00P-4:00P	Stalactites			A Meeting Room 1		
	4:00P-6:00P	Breakout Session: Geohazards					100
		Client Arrival				Rounds of 10 for 150	
		Continental Breakfast				Classroom for 50	
	4:00P-6:00P	General Session					
		All Day Beverages			Meeting Room 2	Classroom for 50	
4:00P-6:00P	Exhibits			Meeting Room 3	Classroom for 50		
Fri, 7/1/2022	7:00A						
	8:00A-9:00A				Ballroom A	Existing	100
	9:00A-10:30A				Ballroom A	Existing	
	9:00A-5:00P				Ballroom Prefunction		100
	10:00A-2:00P				Ballroom B	Exhibits	200
	10:30A-12:00P	Breakout Session: Geohazards Pt. 2			Meeting Room 1	Existing	
	10:30A-12:00P	Breakout Session: Geomorphology			Meeting Room 2	Existing	
	10:30A-12:00P	Breakout Session: Viticulture & Climatology			Meeting Room 3	Existing	
	12:00P-1:00P	Lunch - Boxed Lunches			Ballroom A	Existing	100
	12:00P-1:00P	ROOM FLIP			Meeting Room 1+2	Classroom for 100	
	1:00P-2:30P	Breakout Session: Indigenous Scientists on the Sustainability of Humanity			Meeting Room 3		
	1:00P-2:30P	Breakout Session: Unpredictable & Dangerous: Lessons from the 2022 Tonga Eruption			Meeting Room 1+2		
	2:00P-6:00P	Vendor Load out			Ballroom B		50
	2:30P-3:15P	Afternoon Break			Ballroom Prefunction		80
	3:15P-5:00P	Closing Session			Ballroom A		
	5:00P	Reception - OFFSITE at The Haymaker					
	5:00P-7:00P	Move Out - ALL ROOMS					
6:00P-8:00P	Decorator Load out			Ballroom B		20	

## Department Requirements

### Event Notes

**Thursday, Jun 30, 2022**

#### Event-Wide Details

**All Day**

Qty	Item/Instruction	Time
	<b>Registration/Admission</b>	
	<i>For information on registering for this event, please visit <a href="http://www.cgs.org">www.cgs.org</a> or their membership department at 818.156.5363. Registration is \$50 for members and \$100 for non-members.</i>	

### Food & Beverage

**Thursday, Jun 30, 2022**

All Day Beverages	Ballroom Prefunction	2:00P-6:00P
Qty	Item/Instruction	Time
105	<b>Assorted Soda (Coke Products)</b>	
6	<b>Freshly Brewed Caffeinated Coffee</b>	
2	<b>Freshly Brewed Decaffeinated Coffee</b>	

**Friday, Jul 01, 2022**

Continental Breakfast	Ballroom A	8:00A-9:00A
Qty	Item/Instruction	Time
150	<b>Good Morning Continental Breakfast</b> <i>Assorted Breakfast Pastries, Fresh Seasonal Cut Fruit &amp; Berries, and Fruit Yogurt.</i>	
	<i>All Breakfast selections include Chilled Orange Juice, Freshly Brewed Starbucks Caffeinated &amp; Decaffeinated Coffee, Hot Tea, and Water.</i>	
	<i>Designed for a minimum of 25 people. A Surcharge may apply if the minimum requirement is not met.</i>	

All Day Beverages	Ballroom Prefunction	9:00A-5:00P
Qty	Item/Instruction	Time
115	<b>Assorted Soda (Coke Products)</b>	
8	<b>Freshly Brewed Caffeinated Coffee</b>	
2	<b>Freshly Brewed Decaffeinated Coffee</b>	

Lunch - Boxed Lunches	Ballroom A	12:00P-1:00P
Qty	Item/Instruction	Time
75	<b>Chicken Salad Sandwich</b> <i>Fresh Chopped Grilled Chicken tossed with Dried Cherries, Apricots, Currants &amp; Celery in a base of Cilantro Basil Dressing. Served on Sliced Jalapeño Cheddar Cornbread.</i>	
	<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>	
	<i>Designed for a minimum of 25 people.</i>	
	<i>A surcharge may apply if the minimum requirement is not met.</i>	
25	<b>Grilled Veggie Wrap</b> <i>Grilled Vegetables on a Wheat Wrap with Baby Greens, Pesto-Marinaded Zucchini, Carrots, Red &amp; Yellow Peppers and Portobello Mushrooms.</i>	
	<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>	
	<i>Designed for a minimum of 25 people.</i>	
	<i>A surcharge may apply if the minimum requirement is not met.</i>	
50	<b>Ham &amp; Cheese Sandwich</b> <i>Black Forest Ham and Gruyere Cheese on Sourdough Bread with Lettuce. Served with Mustard &amp; Mayonnaise.</i>	
	<i>All Boxed Lunch selections include Chips, Whole Fruit &amp; Cookie, and Water &amp; Iced Tea Station.</i>	
	<i>Designed for a minimum of 25 people.</i>	
	<i>A surcharge may apply if the minimum requirement is not met.</i>	

Afternoon Break	Ballroom Prefunction	2:30P-3:15P
Qty	Item/Instruction	Time
100	<b>Wellness Break</b> <i>Fruit Smoothies, Granola Bars, Fruit Kabobs, Trail Mix and Infused Water (Cucumber &amp; Mint, Orange &amp; Lime and Strawberry &amp; Kiwi).</i>	
	<i>All Break Packages include Bottled Water.</i>	
	<i>Designed for a minimum of 25 people.</i>	
	<i>A surcharge may apply if the minimum requirement is not met.</i>	

**Housekeeping**

**Thursday, Jun 30, 2022**

**Event-Wide Details**

**All Day**

<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>
	<b>Restrooms</b> Please maintain restrooms the group is 45% Women and 55% Men	
	<b>Trash Cans</b> Please have all trash cans empty and ready for the start of event. Please empty trash cans during breaks.	

**Operations**

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**Thursday, Jun 30, 2022**

**Event-Wide Details**

**All Day**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
1	<b>Internet: Wifi</b> <b>Wifi Buyout</b>	
	<b>Room Sets</b> <i>Please have rooms set prior to client arrival of 5AM on Thursday.</i>	
	<b>Room Flips</b> <i>Room Flip on Friday from 12pm-1pm.</i> <i>Meeting Room 1 and 2 will be combined, be prepared to remove airwall and replace 6'x18" tables with 8'x18" tables.</i>	

**Decorator Move-In Ballroom B 6:00A-12:00P**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	<b>Setup</b> <i>Please have room clean and clear. Decorator will provide all equipment for vendors.</i>	8:00A -

**Move In Ballroom A 6:00A-2:00P**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
1	<b>Lapel Microphone</b>	
2	<b>Projector</b>	
2	<b>Projector Screen: 7x12</b> <i>7'x12' projector screen with skirt</i>	
1	<b>Sound System: House</b> <i>Hookup to Ceiling House Sound System</i>	
1	<b>Wireless Microphone</b>	
4	<b>6'x8' Risers</b>	
18	<b>72" Round</b> <i>Rounds of 10</i>	
2	<b>8'x30" Table</b> <i>with 2 chairs FOH Mixer</i>	
175	<b>Upholstered Chair</b>	
1	<b>Floor Podium (Wooden)</b>	

**Move In Meeting Room 1 6:00A-2:00P**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	<b>Standard Meeting Room Package</b> <b>Includes:</b>	
17	6'x18" Classroom Table	
1	8'x30" Table <i>Head table, clothed and skirted (black) with two upholstered chairs</i>	
54	Upholstered Chair	
1	Floor Podium (Wooden)	
1	Projector Screen: 7x12	
1	Projector	

**Move In Meeting Room 2 6:00A-2:00P**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	<b>Standard Meeting Room Package</b> <b>Includes:</b>	
17	6'x18" Classroom Table	
1	8'x30" Table <i>Head table, clothed and skirted (black) with two upholstered chairs</i>	
54	Upholstered Chair	
1	Floor Podium (Wooden)	
1	Projector Screen: 7x12	
1	Projector	

**Move In Meeting Room 3 6:00A-2:00P**

<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>
	<b>Standard Meeting Room Package</b> <b>Includes:</b>	
17	6'x18" Classroom Table	
1	8'x30" Table <i>Head table, clothed and skirted (black) with two upholstered chairs</i>	
54	Upholstered Chair	
1	Floor Podium (Wooden)	
1	Projector Screen: 7x12	
1	Projector	

**Operations**

**Friday, Jul 01, 2022**

<b>General Session</b>		<b>Ballroom A</b>	<b>9:00A-10:30A</b>
<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>	
1	Lapel Microphone		
2	Projector		
2	Projector Screen: 7x12 7'x12' projector screen with skirt		
1	Sound System: House Hookup to Ceiling House Sound System		
1	Wireless Microphone		
4	6'x8' Risers		
15	72" Round Rounds of 10		
156	Upholstered Chair		
1	Floor Podium (Wooden)		

<b>Breakout Session: Geohazards Pt. 2</b>		<b>Meeting Room 1</b>	<b>10:30A-12:00P</b>
<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>	
	<b>Standard Meeting Room Package</b> <b>Includes:</b>		
17	6'x18" Classroom Table		
1	8'x30" Table Head table, clothed and skirted (black) with two upholstered chairs		
54	Upholstered Chair		
1	Floor Podium (Wooden)		
1	Projector Screen: 7x12		
1	Projector		

<b>Breakout Session: Geomorphology</b>		<b>Meeting Room 2</b>	<b>10:30A-12:00P</b>
<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>	
	<b>Standard Meeting Room Package</b> <b>Includes:</b>		
17	6'x18" Classroom Table		
1	8'x30" Table Head table, clothed and skirted (black) with two upholstered chairs		
54	Upholstered Chair		
1	Floor Podium (Wooden)		
1	Projector Screen: 7x12		
1	Projector		

<b>Breakout Session: Viticulture &amp; Climatology</b>		<b>Meeting Room 3</b>	<b>10:30A-12:00P</b>
<u>Qty</u>	<u>Item/Instruction</u>	<u>Time</u>	
	<b>Standard Meeting Room Package</b> <b>Includes:</b>		
17	6'x18" Classroom Table		
1	8'x30" Table Head table, clothed and skirted (black) with two upholstered chairs		
54	Upholstered Chair		
1	Floor Podium (Wooden)		
1	Projector Screen: 7x12		
1	Projector		

**Operations**

<b>ROOM FLIP</b>		<b>Meeting Room 1+2</b>	<b>12:00P-1:00P</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
1	<b>Presentation Clicker</b>		
1	<b>Projector</b>		
1	<b>Projector Screen: 7x12</b>		
	7'x12' projector screen with skirt		
25	<b>8'x18" Classroom Table</b>		
1	<b>8'x30" Table</b>		
	Placed at the front of the room, clothed and skirted with 4 upholstered chairs		
104	<b>Upholstered Chair</b>		
1	<b>Floor Podium (Wooden)</b>		
	<b>ROOM FLIP</b>		
	Remove Airwall Promptly at 12PM		
	Remove all 6'x18" tables and replace with 8'x18" tables with 4 upholstered chairs/table		
	8'x30" table at front of the room, clothed and skirted (black), with 4 upholsted chairs		
	*AV Equipment will remain in room, shift towards center of the room; clicker will be needed for this session		

**Parking****Thursday, Jun 30, 2022**

<b>Event-Wide Details</b>			<b>All Day</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
5	<b>Comp Parking Voucher</b>		
	Comp parking voucher		
50	<b>Daily Parking Voucher</b>		
	Daily voucher, no in/out privileges		
	<b>Attendee Arrival At One Time</b>		
	Guest will arrive around 1:30PM on Thursday.		
	Guests will arrive at 7:30AM on Friday.		
	<b>Expected Cars</b>		
	Client has estimated that 75 cars will be using the parking garage.		

<b>Decorator Move-In</b>		<b>Ballroom B</b>	<b>6:00A-12:00P</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
1 x 12.50 / Hour	<b>Dock Attendant</b>	5:30A - 6:00P	
	Only allow vendors on list provided onto loading dock.		

**Friday, Jul 01, 2022**

<b>Vendor Load out</b>		<b>Ballroom B</b>	<b>2:00P-6:00P</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
1 x 8.00 / Hour	<b>Dock Attendant</b>	1:00P - 9:00P	

**Security****Thursday, Jun 30, 2022**

<b>Event-Wide Details</b>			<b>All Day</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
	<b>Lock/Unlock</b>		
	Please have designated rooms unlocked prior to client arrival starting at 5:30AM on Thursday and 7am on Friday.		

<b>Move In</b>		<b>Meeting Room 1</b>	<b>6:00A-2:00P</b>
<b>Qty</b>	<b>Item/Instruction</b>	<b>Time</b>	
1	<b>Room Recore</b>	6:00A - 8:00P	
	(5) keys		