

Initiation

1. Dates and times?
2. Have enough interest from members?
3. Does the LUG benefit directly?
 - a. Does the LUG get new geographical exposure?
 - b. Potential for new members?
 - c. Publicity/media outlet coverage?
4. Are there financial considerations/risks?
5. Who will lead the event?

Administration

1. Thread created in the forum?
2. Blog post?
3. Submit event support?
4. Entered on tracker?
5. Newsletter?
6. Quarterly agenda?

Planning

1. Set date goals and progress milestones with participant input
2. Delegate
3. Assign tasks as individuals accept ownership for the tasks (don't just create a list of tasks without knowing who will do it)
4. Set regular check points and status updates
5. Ask for help
6. Keep requesting input/feedback if you're not getting what you need
7. Build day needed?

Logistics

1. Shift coverage/doodle?
2. Floor plan?
3. stanchions?
4. Blue brick layout?
5. "Can you find" sheet?
6. Set up
7. Tear down
8. Who is in charge of taking pictures?
9. LUG supplies needed?
 - a. Banner(s)
 - b. velcro straps
 - c. table clips
 - d. scissors

- e. Business cards
- f. Table covers
- g. Parts
- h. tape measure
- i. Pens/paper
- j. packing tape / duct tape
- k. Info cards
- l. No touching signs
- m. lego catalog
- n. batteries
- o. baggies and parts to sort (busy work)
- p. tables
- q. chairs
- r. sneeze guard

Venue related

1. Food / drink?
2. Parking
3. Costs
4. Access badges
5. Tables (size, consistency)
6. Chairs
7. Table covers and skirts
8. Electricity (extension/strip)
9. Site contact

Close down

1. Record PaB rewards
2. Lessons learned
3. Update event tracker
4. Closure post to thread