

# GET ORGANIZED

## Video

GET ORGANIZED	
<p><b>PLAN EVENT SPACE</b></p> <p><b><u>SAMPLE EVENT SUMMARY CHART</u></b></p> <p><b><u>SAMPLE ROOM CHART</u></b></p> <p><b><u>SAMPLE MASTER SCHEDULE</u></b></p> <p><b><u>SAMPLE EVENT PLANNING GUIDE</u></b></p>	<p><b>PLAN EVENT SPACE –</b></p> <p><b>ROOM SETS</b></p> <p><a href="#"><u>Click Here</u></a></p>
<p><b>EVENT SCHEDULING BASICS</b></p> <p><a href="#"><u>Click Here</u></a></p>	<p><b>DISPLAY ROOM</b></p> <p><a href="#"><u>Click Here</u></a></p> <p><b>PLAN EVENT SPACE - POD ROOM</b></p> <p><a href="#"><u>Click Here</u></a></p>
<p><b>RECOMMENDED EVENT SCHEDULING</b></p> <p><b>INTERVALS</b></p> <p><a href="#"><u>Click Here</u></a></p>	<p><b>ILC EVENT BOX CHECKLIST</b></p> <p><a href="#"><u>Click Here</u></a></p>
<p><b>SECRET / SECURE ITEM PROCESS</b></p> <p><a href="#"><u>Click Here</u></a></p>	<p><b><u>TESTING ROOM DESCRIPTION</u></b></p> <p><b><u>ELECTRONIC CHECK IN</u></b></p> <p><b><u>PAPER CHECK IN</u></b></p>