

APPENDIX 5

WOMEN'S HUMAN RIGHTS TRIBUNAL/HEARING SITE PLANNING TASK LIST

Event:

Location:

Date:

Time:

Contact Information for Key Individuals Set-Up Details

Seating Arrangements

Total number of seats

- audience seating
- set-up style (classroom, theater, etc.)
- reserved seating for:
 - media
 - tribunal/hearing participants (if seated in audience) and support persons
 - collaborating organizations
 - advisory committee members
 - other key partner organizations
- stage
- welcome area
- technical and translation needs
- information display area
- catering/ refreshment area

Tables (+ tablecloths)

Total # of tables needed

- stage
- welcome area
- media information

- information display area
- mechanical and translation needs
- food/ refreshments

Audio/ Visual/ Translation Services

- # of microphones for the stage and set-up
- # of microphones in the audience and set-up
- screen and projector
- materials – tapes, slides, etc. – to be displayed
- availability of audio taping equipment
- videotaping needs, if applicable
- technical set-up needs (as instructed by coordinators)

Media

- set-up and technical needs as indicated
- space in welcome area for sign-in and distribution of press packets
- interview room set-up

Stage/ Platform

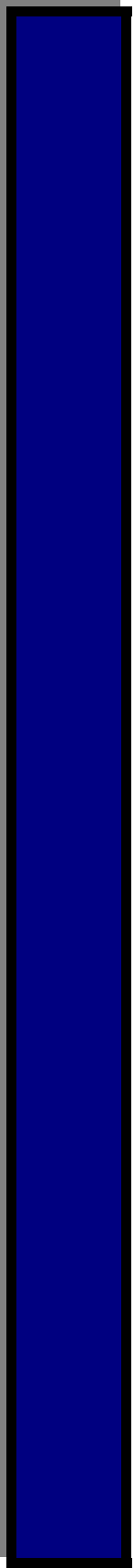
- podium
- microphone(s)
- lighting
- appropriate # of tables and chairs
- banners
- posters
- flowers
- name placards for speakers
- water for speakers

Catering

- refreshments (as decided by coordinating group)
- supplies provided by caterer
- supplies which you need to bring
- trash cans

Display Area

- organizational information
- information provided by:
 - tribunal/hearing participants
 - collaborating organizations
 - vendors



Welcome Area

- appropriate # of tables and chairs
- sign-in sheets and pens
- programs and other organizational materials
- promotional items produced for the event (posters, buttons, t-shirts, etc.)

Miscellaneous