

# 2013 Safety Symposium Checklist

TASK	LEAD PERSON	DEADLINE	COMMENTS
Marks Facility setup <ul style="list-style-type: none"> <li>• Provide AV requirements</li> <li>• Provide panel set-up preferences</li> <li>• Dry run/walkthrough</li> </ul>	Malashenko Malashenko  Malashenko/Hagan/Doll / Yura/CPUC AV team	April 26  5/6,11am	Need to arrange with MMA staff
On-site support (Day-of) <ul style="list-style-type: none"> <li>• Staffing of registration tables</li> <li>• Name tag prep (both days)</li> <li>• Registration list prep &amp; sign-in</li> <li>• Welcome poster (s)</li> <li>• Welcome PowerPoint Slide</li> <li>• Refreshments, coffee, tea, water (“honor system”)</li> <li>• Auditorium staffing: mikes, panel support, e.g., PPTs</li> <li>• Security</li> <li>• Media</li> </ul>	Malashenko Doll, Redacted Doll, <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>  Prosper Prosper Redacted /CPUC  Malashenko ? Prosper	May 7	Designate by 5/1   Rosenthal ordered; CPUC to staff day-of
Panel Preparation Panel 1  Panel 2  Panel 3  Publish final agenda	Goeltz: coordinator <b>Kennedy: moderator</b> Chipkevich: coordinator <b>Ashford: moderator</b> Scott/Doll: coordinator <b>Clanon: moderator</b> Prosper	May 1   May 6	Hagan to communicate with all moderators in advance
Other coordination <ul style="list-style-type: none"> <li>• Peevey</li> <li>• Sullenberger</li> <li>• Media</li> </ul>	Hagan Doll Prosper		
Marines Facility setup <ul style="list-style-type: none"> <li>• Provide AV requirements</li> <li>• Confirm count</li> <li>• Staff event: name tags; Seating assignments</li> </ul>	Redacted Doll Redacted /CPUC? Doll/Yura/Hagan	April 24 May 1 May 7 May 6	
Videos <ul style="list-style-type: none"> <li>• Governor</li> <li>• Hersman</li> </ul>	Hagan Goeltz	May 3	

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Sullenberger	Doll		
Other Monday night dinner Speaker travel logistics	Hagan/Earley/Doll Doll	May 6 May 1	