

**Facility Chair** - chair works primarily with organizer

1. Acquire all buildings and rooms necessary to accommodate the project;
2. Contact all key facility personnel necessary to obtain permission to use facilities;
3. Ascertain from presenter chair room requirements (ie., water source, power needs, room set up needs, etc.)
4. Contact and inform security personnel of the parking requirements;
5. Obtain permission for hanging/displaying project identifiers (ie., banners, signs, large displays, etc.);
6. Working with presenter chair, check on each building and room to make sure they're ready to go on the day of the event;
7. Obtain any special equipment for other committee members that are facility related;
8. Contact facility departments and inform them of their role in the project;
9. Facilitate parking