**SCHEDULES:**

Word document print-outs

* All 9 rooms for Friday (individual) – create template for this
* All 18 rooms for Saturday – create template for this
* Single document with list of all publishers and their room locations
  + Friday
  + Saturday
* Timekeepers page – full time timekeepers
* Timekeepers substitutes – LEAVE FOR GEORGE to do
* All individual participant schedules for printing, except merged into a single word doc
* Writing talks printouts
  + Friday
  + Saturday

Word doc templates to create (and then print)

* Individual schedules for Friday
  + Agent schedule (no QA panel in morning) - 9
  + Editor schedule (QA panel in morning) -9
* Individual schedules for Saturday
  + Agent -9
  + Editor -9
* Individual participant schedules
  + Friday
  + Saturday
* Substitute timekeeper instructions – leave to George to update

Excel print-outs – all can be made into word docs

* Waitlist for Agent QA panel
* Waitlist for Editor QA panel
* Bookfair waitlist
* Query critique waitlist

Excel print-outs – keep as excel:

* Pitches waitlist

**EMAILS:**

* Initial Email
  + Instructions to In-person agents
  + Instructions to virtual agents
* Reminder emails
  + In-person participants – George updates (nothing on my end)
  + Virtual participants – George updates
  + Reminder to agents/editors
    - Virtual publishers (includes zoom link) - Friday
    - In person publishers – Friday
    - Virtual – Saturday
    - In person – Saturday

WHAT I NEED:

* Zoom meeting links for Friday and Saturday