LAN Party Set up Form (2016)

Brief Description- Event that consist of people, students or high schoolers, to bring in consoles to play.

Note: For all signatures, officers must have two forms of contact information.

**What you will need:**

* Faculty to be present for the duration of the event. X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_
* Event Notification form. X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_
* Flyer X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_
* Sign in sheet X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_
* TVs

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_

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* Game Consoles

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* 3D Printer

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X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_

* Power strips

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* Extension Cords

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* HDMI

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X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_

* Food and drinks

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* SWAG

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_AMOUNT: \_\_\_\_\_\_\_\_\_TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Jobs:**

* Greeter- Be at the door to fill in paperwork for people entering the event

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Set up- Arrive an hour before event starts to set up.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Tear down- Be there to put everything away after the event is over.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 3D Printer-Run the 3D printer and print objects

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Referee – make sure no issues arise during the event.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Process to set up Event:**

1. 🞏 Turn in event notification form to Student Life Director.
2. 🞏 Assign everyone to a “What we will need”. If a person signs it, the person must follow through.
3. 🞏 Assign people to “Jobs”. If a person signs it, the person must follow through.
4. 🞏 Get the food and drink order ready.
5. 🞏 Get the equipment ready.
6. 🞏 Build/update flyer.
7. 🞏 Place flyer around college

AND

🞏 Take flyers to Associate Director of Student Recruitment to send out to high schools

AND/OR

🞏 Market the event on LED sign by requesting permission from help desk. (Faculty Advisor)

AND/OR

🞏 Take flyers to high schoolers and post them

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_ High School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_ High School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_ High School name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. 🞏 Build 3D printed objects if needed.
2. 🞏 Build a tournament if needed.
3. 🞏 Double check.
4. 🞏 Run event
5. 🞏 Fill out “**Post LAN Party Analysis**” after event is over.

**Post LAN Party Analysis:**

Donation amount: \_\_\_\_\_\_

Number of Alumni: \_\_\_\_\_\_

Number of High schoolers: \_\_\_\_\_\_

Total number of attendees: \_\_\_\_\_\_

How did the person find out about the Event?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_ NOTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_ NOTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_ NOTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_ NOTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other ways of knowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NOTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Successes:

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Failures:

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Improvements?

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Summary:

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