

Leadership West Volusia Tour at AdventHealth Fish Memorial March 14, 2019

Itinerary

March 13- 5:30 PM	Robin and Elaine set-up room, run through PowerPoint with IT.
March 14- 6:15 AM	Robin finishes set-up, PowerPoint set-up, coffee/danish set-up, final decor in place.
March 14- 7 AM	Deland Area Chamber arrives.
March 14- 7:30 AM	Guests begin to arrive. Food is ready. Lita helps greet guests.
March 14- 7:50 AM	Rob arrives.
March 14- 8:05 AM	Tammy Welcomes the Leadership West Volusia class; makes housekeeping announcements and invites Rob to speak.
March 14- 8:08 AM	Rob thanks Tammy and the welcomes the class. He then invites Beth to give a blessing.
March 14- 8:10 AM	Blessing by Beth Grant.
March 14- 8:13 AM	Rob begins his presentation. He has 20 minutes for presentation.
March 14- 8:33 AM	Rob opens the floor to questions.
March 14- 8:40 AM	Tammy announces tour/ quick bathroom breaks.
March 14- 8:45 AM	Tammy, Marnie and Lita take the team on a tour of the hospital. (3 tour groups) Robin preps room for panel.
March 14- 9:05 AM	Elaine arrives to help with room set-up. Food area/drinks refreshed.
March 14- 10:15 AM	Cancer Panel arrives.
March 14- 10:30 AM	Tour returns. Bathroom breaks.
March 14- 10:35 AM	Tammy introduces Panel.
March 14- 10:37 AM	Panel begins. Each member of panel gets 5-7 minutes to speak. Panelists begin speaking by seating order left to right.
March 14- 11:09 AM	Panel Q & A
March 14- 11:19 AM	Panel Q & A concludes and lunch announced.
March 14- 11:20 AM	Rob returns for lunch and networking in the room.
March 14- 11:21 AM	Lunch is ready. Tammy makes housekeeping announcements. Rob thanks guests for coming.
March 14- Noon	Event officially concludes. Elaine and Robin clean room after the last guest leaves.