ACCESSORIES/

						AUDIO VISUAL		Contact
DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE	**	Notes	Information
Prior to August 1,								
2018		Final preparation of materials to pack and ship to hotel						
Saturday, August 4,								
2018		Mark leaves for Kona						
Tuesday, August 7, 2018		Pick up all printing and shipping items						
		Tiok up all printing and shipping items		Need six 8' draped tables. Six chairs.				
Wednesday, August 3, 2018	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Wednesday to 12:00 P.M. the following Sunday.	Planning Office	One 30 gallon trash can. 4 room keys needed for re-keyed room needed.				
		Convention Storage (AV, Seminar & Workshop materials) To be available 24 hours a day from 8:00 A.M. Wednesday		Need 4 - 30" draped tables. Ten chairs. One 30 gallon trash can. Rekey room - 5				
	24 Hour hold	to 12:00 P.M. the following Sunday.	Storage	keys needed.				
	10:00 AM	Pre Con - at 10 a.m.						
	Throughout	District Staff Arrives						
	10:00 A.M.	Hotel and AV setup begins	Kaleiopapa Convention Center Ballroom	diagram to follow				
	8:00 A.M.	Hilding arrives/Registration Set-Up	Dalifoon	diagram to rollow				
		District Officers Dinner with KI Counselor and others						
	7:00 P.M.	present	TBD					
	7.001.101.	present	Kaleiopapa Convention Center	Will need 35 tables and 70 chairs from				
	NOON	Hotel setup begins for Exhibits	Foyer	hotel.				
Γhursday, August 9,	6:30 A.M.							
2018	Registration 7:00 A.M. Shotgun Start	Golf Tournament	Kona Country Club					
2010	A.W. Shotgun Start	Convention Office to be available 24 hours a day from 8:00		+				
	24 Hour hold	A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
		Convention Storage (AV, Seminar & Workshop materials)						
		To be available 24 hours a day from 8:00 A.M. Tuesday to						
	24 Hour hold	12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
	8:00 A.M 5:00 P.M	Matrix Mobile completes General Session Set Up	Kaleiopapa Convention Center Ballroom					
	10:00 A.M.	Kiwanis Staff Begins Set Up	Kaleiopapa Convention Center Foyer					
	10.00 / 1.101.	Tanana Olah Bogino Col Op	,.,					
				Conference Seating for 12 with perimeter				
		2040 2040 Lt. Care Mala He Tooleine	Hotel Staff Training Room - 2nd	seating for 8 in front area of the room.		Bring our own		
	ช:30 A.M 1:00 P.M	2018-2019 Lt. Gov. Make-Up Training	floor or Governor-elect Suite Kaleiopapa Convention Center	Set small projector table in rooms.	<u> </u>	Kiwanis AV		
	8:00 A M - 12:00 PM	Booth set up for Exhibitor's FINISHES	Fover					
	11:00 A.M 11:15		District Sales Booth - Kaleiopapa					
	A.M.	District Sales Committee Meeting	Convention Center Foyer					
	11:15 A.M 11:30		Registration Area in Kaleiopapa					
	A.M.	Registration Committee Meeting	Convention Center Foyer					
	11:15 a.m 11:30 p.m.	Credentials Committee Meeting	Credentials Desk -Kaleiopapa Convention Center Foyer				Bob Isaacs chair.	
	p.III.	STOCK MAD COMMITTEE WOODING	Convention Content Oyer	See Diagram Add small table inside			Dob idados citati.	
	1:00 P.M 2:00 P.M	2018-2019 Foundation Board of Trustees Meeting	Manoa Kea/Manoa Loa	hollow square for confernce phone.				
						Outside phone line for conference		
				Coo Diagram Add carell table inside		phone. Power strip		
	2:00 P.M = 4:00 P.M	. 2017-2018 Kiwanis District Board of Trustees Meeting	Manoa Kea/Manoa Loa	See Diagram Add small table inside hollow square for confernce phone.	Assorted sodas on consumption	located under table top podium		

ACCESSORIES/ AUDIO VISUAL

						AUDIO VISUAL		Contact
DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE	**	Notes	Information
DAIL	111111		LOCATION	ROOM SET-OF	1 OOD & BEVERAGE	Outside phone line	140163	mormation
						for conference		
						phone. Power strip		
				See Diagram Add small table inside		located under table		
	4:00 P.M 5:00 P.M.	2018-2019 Kiwanis District Board of Trustees Meeting	Manoa Kea/Manoa Loa	hollow square for confernce phone.	Assorted sodas on consumption	top podium		
				·				
	5:00 P.M 5:30 P.M.	2018-2019 Trustee Photos	??					
			Kaleiopapa Convention Center					
	1:00 P.M 4:30 P.M.	Kiwanis District Office & On Site Registration Desk Opens		Nord O Aslana as tables helded as				
	1:00 D.M. 4:20 D.M.	Registration Desk Open	Kaleiopapa Convention Center Foyer	Need 3-4 classroom tables behind pre registration.				
	1.00 F.W 4.30 F.W.	Registration besk Open	Foyer	registration.				
			Kaleiopapa Convention Center	Need 3-18" tables and 8 chairs. Matrix				
	1:00 P.M 4:30 P.M.	Credentials Desk Open	Foyer	will supply 2 counters.				
		·	Kaleiopapa Convention Center					
	1:00 P.M 4:30 P.M.	District Sales	Foyer					
				Need reg counter (from Matrix Mobile)				
	4 00 DM 4 00 DM	Kiwanis Welcome Desk & Information Desk Pride In	Kaleiopapa Convention Center	and six chairs. Need display				
	1:00 P.M 4:30 P.M.	Membership	Foyer	board/corkboard for message center.	liil. D			
					Light Break plus small pink desserts for			
					Service for 8- finger sandwiches, vegetable crudité with dip, cheese and		Make flyer and invite KI	
				2 6ft tables in front with 2 rounds seating	crackers, coffee, tea and pink		Trustee counselor	
	2:30-4:30 p.m.	Private Event	22	8 each - Pink linens and décor	champagne, pink lemonade inclusive		spouse	
	2.00 4.00 p.m.	T HValo EVOIT		o cacit i ilik ililetis ana accol	Rosemary Seared Beef Tenderloin		390430	
	5:30 P.M. Doors				paired with lemon basil fresh catch,			
	Open 6:00 P.M			Rounds of 8 for 96 ppl. Reception table	roasted garlic mashed potatoes, red	Hotel Standing		
	9:00 P.M. Dinner			by entrance door with two chairs. Skirted	wine jus, seasonal vegetables, garden	microphone - house		
	service beginning at	2017-2018 Governor's Team Dinner by		table for awards. White linen with blue	greens, trio petitie desserts, \$108.91	sound. American		
	6:30 P.M.	invitation only	Pa'akai Point	napkins. Cash bar in room.	inclusive	flag		
		Evening Free for Team or Division Dinners						
iday, August 10,		Convention Office to be available 24 hours a day from 8:00						
18	24 Hour hold	A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
		Convention Storage (AV, Seminar & Workshop materials)						
		To be available 24 hours a day from 8:00 A.M. Tuesday to						
	24 Hour hold	12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
					Scrambled eggs with chives, sliced			
					bacon and portuguese sausage, garlic			
					country potatoes, papaya with lime, baked muffins and croissants. Orange			
					juice, coffee or hot tea. \$41 inclusive.	Hotel Podium		
	6:45 A.M. Service			Rounds of 8 for 30-50. Four reserved	Service should begin at 7:00 a.m. and	microphone - house		
		Inspirational Breakfast hosted by the Kiwanis Club of	Kaleiopapa Convention Center	tables in front of podium. Linen colors	stop when all have been served for the	sound. American		
	A.M.	Kailua-Kona President: Doug Payne	Ballroom ??	White with Blue Napkins. American Flag.		flag.		
				1		"	Registration Committee	
							to pull Foundation Honors	
			Registration Area in Kaleiopapa				breakfast packets at 4:00	
	7:30 A.M 8:00 A.M.	Registration Committee Meeting	Convention Center Foyer				P.M.	
			Credentials Desk -Kaleiopapa					
	7:30 A.M 8:00 A.M.	Credentials Committee Meeting	Convention Center Foyer					
	0.00 A M 5.00 D M	Kiwanis District Office & On Site Registration Desk Opens	Kaleiopapa Convention Center					
	0.00 A.W 5:00 P.M.	Niwanis District Office α On Site Registration Desk Opens	Kaleiopapa Convention Center	+				
	8:00 A M - 5:00 P M	Registration Desk Open	Foyer					
	3.00 / t.ivi. 0.00 T .ivi.	- Live Brown Book Opon	1. 5,51		1	I		

Convention Event Schedule 2018.xlsx Kona 2018 6/26/2018 1:04 PM

ACCESSORIES/ AUDIO VISUAL

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DATE	TIME	EVENT.	LOCATION	DOOM OFT UP	500D & DEVEDAGE	AUDIO VISUAL	Maria	Contact
DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE		Notes	Information
0.00 4 14 0.45	0.00 A M 5.00 D M	Cradantiala Baal, Onen	Kaleiopapa Convention Center	Need 3-18" tables and 8 chairs. Matrix				
8:00 A.M8:15 a.m.	8:00 A.W 5:00 P.W	. Credentials Desk Open	Foyer Kaleiopapa Convention Center	will supply 2 counters.				
	9:00 A M 5:00 D M	. Exhibit Booths Open	Foyer	Existing				
	0.00 A.W 5.00 F.W	. Exhibit bootis Open	Kaleiopapa Convention Center	Existing				
	8:00 A.M 5:00 P.M	Dietriet Salos	Foyer	Existing				
	0.00 A.W 3.00 F.W	Kiwanis Welcome Desk & Information Desk Pride In	Kaleiopapa Convention Center	LXISTING				
	8:00 A.M 5:00 P.M		Foyer	Existing				
	0.00 A.W 3.00 T.W	. IMETIDEISTIP	Kiwanis District Office - Planning	Existing				
	8.00 A M - 8.30 A M	. Sergeant-At-Arms Committee Mtg.	Office	existing	Water Service			
	0.00 / t.ivi. 0.00 / t.ivi	. Congount 7tt 7tt ma Committee Mitg.	Office	Rounds of 10 for 750 - with theater	Water Service			
			Kaleiopapa Convention Center	seating in the back to 200. Linen Color:				
	8:00-8:50 a.m.	Opening General Session	Ballroom	White				
	0.00 0.00 0	oponing conoral cocolon		Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	9:00-11:50 a.m.	Seminar 1	Mauna Kea	presentation tables on stage.				
	0.00 11.00 0.111.	Commun	Ividuria redu	Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	9:00-11:50 a.m.	Seminar 2	Mauna Loa	presentation tables on stage.				
	0.00 11.00 4	00111110112	maina 20a	Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	9:00-11:50 a.m.	Seminar 3	Hualalai	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	9:00-11:50 a.m.	Seminar 4	Keauhou IV	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	9:00-11:50 a.m.	Seminar 5	Keauhou III	presentation tables on stage.				
			Kaleiopapa Convention Center					
	10:30 AM-11:30 AM	2017-2018 LTG Rehearsal	Ballroom					
	11:30 A.M.	Luncheon for Stage Crews and Matrix Mobile	Backstage - ???	One Round of 8	Menu same as below			
					Citrus seared style chicken, baby			
					spinach salad, roasted vegetables,			
					smoked natural jus, roasted potatoes			
	11:55 P.M. Doors				and chocolate cake, chocolate mousse			
	Open 12:00 P.M	Awards Luncheon hosted by the Kiwanis Club of Kahului,	Kaleiopapa Convention Center	Existing/Set Lunch for 200-250. BRING	and fresh berries for dessert. \$57.65			
	1:30 P.M.	Maui President: Richard Minatoya	Ballroom	SIGNS THAT SAY RESERVED.	inclusive			
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	1:45-3:45 p.m.	Seminar 1	Mauna Kea	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	1:45-3:45 p.m.	Seminar 2	Mauna Loa	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	1:45-3:45 p.m.	Seminar 3	Hualalai	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	1:45-3:45 p.m.	Seminar 4	Keauhou IV	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	1:45-3:45 p.m.	Seminar 5	Keauhou III	presentation tables on stage.				
			Kaleiopapa Convention Center					
	4:00 to 5:00 p.m.	Second General Session	Ballroom	Existing	Water Service backstage.			
		Dinner with KI Trustee at Luau						
		Haleo Luau						
	+	Evening Free for Division Dinners				+		+
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Convention Event Schedule 2018.xlsx Kona 2018

ACCESSORIES/
<b>AUDIO VISUAL</b>

Contact

DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE	**	Notes	Information
Saturday, August								
11, 2018	24 Hour hold	Convention Office to be available 24 hours a day from 8:00 A.M. Tuesday to 12:00 P.M. the following Sunday.	Planning Office	Existing - same as Wednesday				
11, 2010	24 1 1001 11010	Convention Storage (AV, Seminar & Workshop materials)	rianning Onice	Existing - same as Wednesday				
		To be available 24 hours a day from 8:00 A.M. Tuesday to						
	24 Hour hold	12:00 P.M. the following Sunday.	Storage	Existing - same as Wednesday				
	211100111010	12.00 · ····· and removing duriday.	Storage	Rounds of 8 for 275. 30 front tables				
				numbered with table stands. Registration	Scrambled eggs with chives, sliced			
	Setup begins at 6:00			table with two chairs inside entrance	bacon and portuguese sausage, half			
	a.m. Doors open at			door. Existing table/room set up.	island papaya with Lime, country	Podium microphone	•	
	6:30 a.m. Program			Standing podium. One draped	potatoes, muffins or croissants, orange	house sound.		
	7:00 A.M. to 8:00			presentation table in front of stage. One	juice, coffee or hot tea.	Kiwanis to supply	Desistantias analysts with	
	A.M. (Program will list start as 6:45		Kaleiopapa Convention Center	draped AV table to one side of the stage.	Service should begin at 6:45 a.m. and stop when all have been served for the	projector and screen. American	Registration packets with breakfast tickets to be at	Pete Horton 925-216-
	a.m.)	Foundation Honors Breakfast	Ballroom	American Flag. Linens: white with royal blue napkins	program. \$41 inclusive	flag.	table inside doors	2926
	a.iii.)	Touridation Honors Breaklast	Registration Area in Kaleiopapa	ыйе паркітіз	program: \$41 moldsive	nag.	table inside doors	2320
	7:30 A M - 8:00 A M	Registration Committee Meeting	Convention Center Foyer					
			Credentials Desk -Kaleiopapa					
	7:30 A.M 8:00 A.M.	Credentials Committee Meeting	Convention Center Foyer					
	8:00 A.M 12:00		Kaleiopapa Convention Center					
	P.M.	Kiwanis District Office & On Site Registration Desk Opens						
	8:00 A.M 12:00		Kaleiopapa Convention Center					
	P.M.	Registration Desk Open	Foyer					
	0.00 A M 0.00 D M	Exhibit Booths Open	Kaleiopapa Convention Center					
	8:00 A.M 2:30 P.M.	Exhibit Booths Open	Foyer Kaleiopapa Convention Center					
	8:00 A.M 2:30 P.M.	District Sales	Foyer					
	8:00 A.M 12:00	Kiwanis Welcome Desk & Information Desk Pride In	Kaleiopapa Convention Center					
	P.M.	Membership	Foyer					
	8:00 A.M 12:00		Kaleiopapa Convention Center			Mics if		
	P.M.	Credentials Desk Open	Foyer			needed/screen and		
						if needed/screen		
						and projector		
	8:00 A.M 9:00 P.M.	Sergeant-At-Arms Committee Mtg.	Planning Office			fromCNH		
		Make Up Photos for 2018-2019 District Officers, Lt.						
	0.45 4 84 0.45 4 84	Governors and District Trustees (only those who did not	Kaleiopapa Convention Center					
	8:15 A.M9:15 A.M.	have pictures taken at Lt Governor Training)	Ballroom	side of ballroom	water service			
		2018-2019 District officers, Trustees and Lt. Governors	Kaleiopapa Convention Center					
	8:15-9:15 AM	Rehearsal	Ballroom					
				Theater seating to max. Standing podium				
	0.45 44.45	Cominged	Marina Kaa	on stage. Screen by ??. Two draped				
	8:15-11:45 a.m.	Seminar 1	Mauna Kea	presentation tables on stage.  Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	8:15-11:45 a.m.	Seminar 2	Mauna Loa	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	8:15-11:45 a.m.	Seminar 3	Hualalai	presentation tables on stage.				
				Theater seating to max. Standing podium				
				on stage. Screen by ??. Two draped				
	8:15-11:45 a.m.	Seminar 4	Keauhou IV	presentation tables on stage.				
				Theater seating to max. Standing podium on stage. Screen by ??. Two draped				
	8:15-11:45 a.m.	Seminar 5	Keauhou III	presentation tables on stage.				
		Elections Committee Meeting	Planning Office	prosentation tables on stage.				
	5.50 15.00 a.iii.	Elocations Committee Modeling	r ramming Office	<del>-</del>	<del> </del>	1	ļ	ļ

Convention Event Schedule 2018.xlsx Kona 2018 6/26/2018 1:04 PM

ACCESSORIES/ AUDIO VISUAL

						AUDIO VICUAL		Control
		_,,_,				AUDIO VISUAL		Contact
DATE	TIME	EVENT	LOCATION	ROOM SET-UP	FOOD & BEVERAGE	**	Notes	Information
						To be provided by	D 14 14 1 D	
	44.20	Lumphoon for Ctone Crows and Matrix Mahile	Barbara 222	One Deved of 0	Many same as helevy	Matrix Mobile	Backtage Voice Doug	
	11:30 a.m.	Luncheon for Stage Crews and Matrix Mobile	Backstage - ???	One Round of 8 Rounds of 8 for 75. 14 marked reserved	Menu same as below Teriyaki Beef, soy-ginger glaze, baby	Television	Vincent	
				tables across in front of stage. Draped 6'	greens salad with papaya seed			
				presentation table next to stage for	dressing, steamed white rice with			
	12:00 P.M 1:30			Foundation raffle. One presentation table	sauteed vegetables and mango			
	P.M. Door open at	Inter-club Luncheon - hosted by the Kiwanis	Kaleiopapa Convention Center	on stage. White tablecloths. Red and	cheesecake with raspberry drizzle for			
	11:50 A.M.	Club of East Hawaii (President: JP Field)	Ballroom	Blue Napkins.	dessert. \$57.65 inclusive			
İ			Behind Stage Kaleiopapa					
<b>)</b>	2:00 - 4:30 PM	Green Room/Backstage	Convention Center Ballroom	Theater seating for 60				
l				EVIOLENO DI LIO MONO DI LIO				
İ				EXISITING PLUS: Will need 8' draped				
				table on stage for Parliamentarian & timers w/4 chairs. Lobby will need two 8'				
				draped tables w/6 chairs and stanchions				
				for SSgt at Arms. Will need one 8'				
				draped table w/3 chairs inside doors to				
			Kaleiopapa Convention Center	Ballroom for Pass Out Door. Delegate &		Need 2 Microphones		
	2:30 - 5:00 P.M.	House of Delegates & Third General Session	Ballroom	non-delegate seating TBD.	Water Service Backstage	- aisle left and right		
							Counters and Electon	
	2:30 - 5:00 P.M.	Elections Committee	Planning Office				Box	
	2.00 0.001	Liberio Committee	Thanking Chies	Need large trash cans for exhibitors			Box	
	2:30 - 5:00 P.M.	All Exhibit Booths begin being vacated	Need A/V crew to collect equipment	1				
	2.00 0.001	7 Zimbit Zoomo Bogiii Zomig Vacated	Kaleiopapa Convention Center	Device of tracin				
	6:00-7:00 p.m.	No Host Social	Foyer		no host bars needed			
	6:00 - 7:00 P.M.	Dinner for Stage Crews and Mobile Matrix	Backstage - ???	One Round of 8	Menu same as below			
					Rosemary seared beef tenderloin paired			
					with seared mahi mahi, butter lettuce,			
					hearts of palm and baby tomatoes			
					salad. Roasted garlic mashed potatoes,			
				EXISITING WITH: 32 Rounds of 8. Need	red wine jus, seasonal vegetables and chocolate decadence cake, chocolate			
				20 table stands with stands for reserved	mousse and fresh berries for dessert.			
	7:00 P.M. (Doors		Kaleiopapa Convention Center	seating. One reserved for SAA in back of				
	open at 6:45)	Installation Dinner	Ballroom	room	cloths with gold napkins.			
	.,				3			
				Rounds of 8 for 100. 14 marked reserved				
	Dinner at 7:00 p.m.,	Fourth General Session & Installation of	Kaleiopapa Convention Center	tables across in front of stage. White		American flag to the		
	Session at 8:00 P.M	Officers & Lt. Governors	Ballroom	tablecloths. Red and Blue Napkins.	Water Service Backstage	right of podium.		
	8:30 PM (time is	Governor Designate Rocci Barsotti Reception (invite						
	approximate)	only)	Rocci's Suite Room #xxxxx					
		Move out for AV crew	Ballroom					
	13.00 1 1.00 7	Secure Convention Office to be available 24 hours a day						
		from 12:00 P.M. Monday to 12:00 P.M. the following						
		Monday.		Existing				
			1	·	I	1	I.	

Convention Event Schedule 2018.xlsx Kona 2018 6/26/2018 1:04 PM