



# CAMP DAWSON

## EVENT CENTER

### Meeting Planner's Checklist

Done?	Initial Process	Notes
	Contact Camp Dawson Event Center Marketing with Event Details	304-791-7022, vderiggi@cdec.org
	Site Visit	
	Receive Cost Estimate from CDEC	
Done?	Confirming the Event	Notes
	Accept and Lock-in Classrooms and Sleeping Rooms	
	Receive Initial Agreement from CDEC, sign and return	
	Contact Liberty Catering regarding details for Event Meals	304-791-4369, jcatkinson@cdec.org
	Contact Dining Facility regarding cafeteria usage and numbers	304-791-7343, ksisler@cdec.org
	Contact J6 (IT) regarding audio-visual needs	304-791-4467, ng.wv.wvarng.list.j6-north-wv-arng@mail.mil
Done?	Confirming Details	
	Send CDEC Schedule of Events	
	Send CDEC layouts for classroom setup	
	Confirm sleeping rooms list and security list	
	Receive Final Agreement From CDEC, sign and return	
Done?	At Least 2 weeks Prior to Event	Notes
	Confirm numbers with Liberty Catering	304-791-4369, jcatkinson@cdec.org
	Confirm numbers with Dining Facility	304-791-7343, ksisler@cdec.org
	Confirm arrival and meet and greet time with CDEC	
Done?	After the Event	Notes
	Invoice sent from CDEC	
	Survey sent from CDEC	