**MPA PNAPP Olympia Orientation  
Fall 2019 – September 28, 2019  
Logistics Meeting 9/5/2019**

**To Do:**

**PRINT - DHARA**

For check-in table (use different colored paper):  
Campus maps (20)  
Immunization forms (20)  
Campus Fall Services (20)  
Name-tags  
Orientation feedback survey (46)  
Photo permission slips (46)

MPA 101:  
Degree planning worksheet (50)  
Academic course catalog for the year (50)

Other:  
Table tents with alumni names  
Signage (arrows with MPA logo)   
Big paper and markers (for Doreen)

**SUPPLIES – DHARA + ANNA**Pens (20 – 30)  
Sticky notes  
tape  
stapler  
extra paper  
MPA Stickers   
MPA Tablecloth  
MPA Table Tent

**COMMUNICATION – ANNA**   
E-mail students September 6, w/ agenda September 26   
MPA Alumni Panel, reminder email September 16

**CATERING – ANNA**  
Follow-up with catering manager Sept 20/23 about delivery times, confirm order

**FACILITIES**  
Follow-up about table set-up, access to computer hook-ups, etc.

**CORE TEACHING TEAM – MIKE**Follow-up with Faculty team about their sessions (Expectations, ice breaker, Learning Community Workshop, Seminar, and Assessment/Canvas) and ask them if they need anything from staff for their sessions.

**SET-UP AND CLEAN-UP:   
Before Saturday:** Start putting supplies and printouts on cart (cart located in breakroom)   
**Saturday, September 28 Set-up:** Signage goes up, cart goes to Lib 4300, set-up check in table, make sure room is in order, check computer hook-ups, etc.

**Saturday, September 28 clean-up:** Take signage down (Anna can do while giving campus tour), Clean-up Lib 4300, wheel cart back to office (Mike?).

**AFTER ORIENTATION**Review orientation survey feedback  
Short debrief meeting (what worked/what didn’t)