**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)
**Faculty Bios (46)**

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

Other:
Table tents with alumni names
Signage (arrows with MPA logo)

**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

**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 if they need anything from staff for their sessions.

**SET-UP AND CLEAN-UP:
Before Saturday:** Start putting supplies and printouts on cart (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)