



Governor's Tourism Conference
GET CENTERED
SEPTEMBER 11-14, 2011 | MACON, GEORGIA

Macon-Bibb County CVB's
Governor's Tourism Conference Run of Show

Friday, September 9, 2011

- Delivery from BDJ Linens to CVB
- Pick up linens from Brilliant Linens (Sun, Monday evening events)
- Confirm Shuttle Schedules with C&H
- Distribute Shuttle schedules and signs to Hilton, Marriott and Convention Center
- Review and distribute volunteer instructions (email to volunteers, leave in suite and at Registration desk)
- Distribute Shirts and instructions to Volunteers (p/up on Friday or at Registration Desk)
- Walkie Talkies secured and assigned

Saturday, September 10, 2011

- Awards to Julie
- Governor's Gift to Julie
- Pick up from Vineville Beverage for Ocmulgee and Hospitality Suite (deliver to CVB)
- Deliver Cooler bags, River Crossing bags and Silent Auction Items to Registration area (store excess in 313)

5:30 pm Big O Evening of Respect Event

Sunday, September 11, 2011

- 8:00 am Macon Tent drops tables and chairs, sets up tents at Big House
- 9:00 am Macon Tent drops skirted tables for art fair (Debbie Versteeg)
- 9:00 am – 10:00 am 9/11 Observance at Riverside Cemetery
- 10:00 am – 12:00 pm Art Fair table and screen Set up, Silent Auction table Set up (Mae Thurston, Martha Tisdale, Debbie Versteeg)
- 12:00 pm Pick up ice and ice down drinks for Ocmulgee event and hospitality suite (stored at CVB)
- 2:00 pm – 4:00 pm Set up hospitality suite (Concierge Lounge at Marriott) pick up snacks, food trays, beverages from CVB kitchen
- 2:00 pm First Stage décor set up for General Sessions and Luncheons (or when stage is available)
- 4:00 pm Macon Tent Delivers tables and chairs for Ocmulgee
- Staff to set up dinner at Ocmulgee (tables and chairs, buffet and bar, centerpieces, linens, photo of set up)
- 4:30 pm Kudzu Catering (Kelly Wrigley and Lee Clack 478-743-8200) arrives for set up of buffet
- review agenda with Jim David
- 5:00 pm Check on shuttles from Marriott and Hilton Garden Inn
- photos of Ocmulgee set up



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6:30 pm – 9:00 pm The Art of Conversation, Ocmulgee National Monument

- 6:30 pm – 8:00 pm photo ops with group (Robin and Nancy)
- 6:30 pm – 7:00 pm Drinks and hors d'oeuvres, individuals tour museum
- 7:00 pm – 8:00 pm Dinner and conversation
- 8:00 pm – 8:10 pm Jim David to talk about Ocmulgee and lantern tour
- 8:10 pm – 8:45 pm Lantern Tour of Indian Mounds
- 8:15 pm – 9:00 pm Clean up and tear down (stack tables and chairs, bag linens, centerpieces, wine, beer, ice to van)
- 8:45 pm – 9:00 pm Shuttle back to hospitality suite (or Hilton)
- 9:00 pm – 10:00 pm Move storage items to CVB and beer and wine to hospitality suite

- 9:30 pm Shuttle from Marriott to Hilton
- 10:00 pm Shuttle from Marriott to Hilton

- 10:00 pm – 11:00 pm Hospitality Suite check

Monday, September 12, 2011

- Robin North or Monica Smith available to give instructions to group on shuttles, evening schedule after General Session or Luncheons, if needed
- Sunday Photos uploaded to GACVB Facebook

- 8:00 am Macon Tent delivers tables at Terminal Station
- 9:00 am Take turn down gifts to Marriott (Jodi) and to Hilton (Angel) Offer volunteers to help deliver to rooms
- Return linens from Ocmulgee and Pick up Big House linens
- Pick up from Vineville Package for Monday night event (need truck) Deliver to Terminal Station

- 7:30 am Registration Opens
- Move Silent Auction items from storage to tables, Set out Bid Sheets and pens
- 8:30 am Art Fair Artist Set up and Silent Auction set up of art work (Mae Thurston/Debbie Versteeg)

9:00 am Art Fair and Silent Auction Open

- 10:30 am Volunteer Suite set up for lunch/snacks and drinks (Room 313)

- 11:00 am Set up tables at Terminal Station for evening event
- check on caterer table set up , 2-band stands set up at opposite ends of hall, sound check, hang welcome banner (need string/scissors), bars supplies to ticket room.

- 12:30 pm – 1:30 pm Photographer: Roger Idenden (Art Fair and Silent Auction)
- 1:30 pm – 4:00 pm Photographer : Roger Idenden (Opening session speakers)



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2:00 pm Opening General Session

- Mayor Robert Reichert, County Commissioner Samuel F. Hart, Sr. to welcome group

4:00 pm Clean up Volunteer Suite

4:00 pm Terminal Station final Set up Art Project, Macon Man, caricaturist, bar set up, food set up

5:00 pm photos of Terminal Station before guests arrive

5:30 pm Sponsors Reception in Exhibit Hall

6:00 pm – 8:00 pm Photographer: Roger Idenden (Evening event at Terminal Station)

6:30 pm Shuttle to Terminal Station begins (Convention Center, Hilton and Marriott)

6:30 pm – 9:30 pm Art of Macon, Terminal Station

6:45 pm - 7:00 pm Cherry Blossom Queen and Court to greet shuttles

-A2Z Band begins set, Caterer serving, Bar open

-Art Project open

-Macon Man photo op (Roger Idenden), Caricaturist

7:30 pm – 7:45 pm Gateway Performance begins (Elliott Dunwoody, producer)

7:50 pm A2Z Band resumes

8:00 pm Shuttle back to hotels resumes

9:00 pm – 11:00 pm Hospitality Suite open

9:30 pm Event Ends, Tear Down begins

-tables and chairs stacked, bar stored at CVB for Tuesday night event, Art Project to CVB, Welcome Banner stored at CVB, Bag linens and transport to CVB, décor to CVB

10:30 pm Check on hospitality suite

10:00 pm Shuttle back to Hilton from Marriott

11:00 pm Last Shuttle to Hilton from Marriott

Tuesday, September 13, 2011

Robin North or Monica Smith to give instructions to group on shuttles, evening schedule (if needed)

-Monday Photos uploaded to GACVB Facebook

Call Vineville for Tuesday refresh on beverages and pick up refresh supplies (truck)

7:00 am Registration opens

-Move Silent Auction items from storage to tables

8:00 am Luncheon set up (Megan Drew)

- gift bags



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- centerpieces
- musician
- stage decor

9:00 am Art Fair Opens and Silent Auction opens (Mae Thurston, Debbie Versteeg)

10:30 am Volunteer suite set up for lunch, snacks and drinks

12:00 pm Art of Creativity Luncheon

1:30 pm Check set up of tent, tables and chairs and port a john at Big House

- linens, centerpieces, prep bar area, transport bar supplies, wine, beer, water, ice
- lawn blankets (chairs already delivered)

4:00 pm Set up and stock Hospitality Suite

4:00 pm Clean up Volunteer Suite

5:00 pm Photos of Big House event before guests arrive

6:00 pm tear down Art Fair

- bag linens for Macon Tent pick up
- stage tables for Macon Tent pick up
- Art and Screens to leave with Artists, (Mae and Martha)
- Get donation estimate from Mae and relay information to Julie

6:00 pm – 9:30 pm Sheriff in place for traffic control at Big House

6:00 pm Harleys in place with costumes and photographer

6:30 pm Shuttle from Marriott, Hilton to Big House begins

6:30 pm – 9:30 pm The Art of Groovin' at The Allman Brothers Band Big House

6:45 pm – 7:00 pm Greet guests at Big House

- Caterer begins serving, bar open, House museum open for Tours
- Harleys ready for photo ops, Allman Brothers Band music playing

7:30 pm Scott Little Band begins , blankets and chairs on lawn

8:00 pm Shuttle to hotels resumes

9:00 pm – 11:00 pm Hospitality Suite Opens

10:30 pm Shuttle back to Hilton

11:00 pm Last Shuttle back to Hilton

- 11:00 pm Close Suite for event: Store bar supplies, clean up suite, store iPods and any other CVB décor
- Check out of Hospitality Suite with hotel

Wednesday September 14, 2011

- Arrange for late checkout of hotel rooms



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- Tuesday Photos uploaded to GACVB Facebook
- Return linens to Brilliant Linens (from Terminal Station and Big House Events)
- Macon Tent to pick up at Big House, Port a John to pick up at Big House

7:00 am Move Silent Auction items from storage to tables at Registration Area

9:00 am Set up Luncheon (Megan Drew)

- table cloths, centerpieces
- gifts
- musicians
- stage décor

11:30 pm – 1:30 pm Governor's Luncheon, The Art of Music

11:30 am – 1:30 pm Photographer (Governor's Luncheon)

12:00 pm Governor's Luncheon and awards

- Artist guest Alistair Quinn and wife Bonnie

1:30 pm Clean up after Luncheon

- Bag linens for Wayne to take back to BDJ Linens
- pull centerpieces, clear stage plants (Wayne?)
- pull left-over gifts and store at CVB
- clear stage décor

Check out of hotel

Store items to CVB

Return all borrowed/rented items, equipment

Thank you notes

Press Release

- Wednesday Photos uploaded to GACVB Facebook