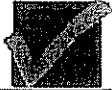


CITIZENS' ACADEMY PROGRAM CHECKLIST

ITEMS/PERSONNEL	
FORWARD AGENDA TO ADMINISTRATIVE ASSISTANTS AND BLDG SECURITY (O)	
FOOD (O/G)	
CONDIMENTS (O/G)	
PAPER PLATES (O/G)	
CUPS (O/G)	
ICE WITH CHEST (O/G)	
FORKS (O/G)	
SPOONS (O/G)	
KNIVES (O/G)	
NAPKINS (O/G)	
LARGE TRASH CAN (O/G)	
EASELBOARD (O/G)	
MARKERS (O/G)	
ROSTER OF EXECUTIVE CORP (O/G)	
ROSTER OF ATTENDEES (O/G)	
PODIUM (O/G)	
WAVIER FORMS (O)	
COMPUTER EQUIPMENT (O/G)	
DIGITAL CAMERA FOR PHOTO'S (O/G)	
AGENDA/BROCHURES (O/G)	
SIGN IN SHEETS (O/G)	
SEATING PLAN (O/G)	
ATTENDEE HANDBOOKS (O)	
NAME-TAGS (O)	
REQUIRED PERSONNEL TO WORK EVENT (FOUR) (O/G)	
PHOTO LAB REQUEST (O/G)	
GIVE-A-WAYS (O/G)	
PEN/PENCILS (O/G)	
COLLECTION OF VOLUNTEER FORMS (G)	

COLLECTION OF FUTURE SUGGESTION FORMS (G)	
ROOM SET-UP (O/G)	
DRY ERASE BOARD EQUIPMENT (O/G)	
TRASH BAGS (O/G)	
GRADUATION CAKE (G)	
SIGNAGE (O/G)	
CHECK THE PRESIDENTS SPEECH FOR GRADUATION (O/G)	
REMIND CLASS PRESIDENT NOT TO TELL OFFENSIVE JOKES DURING GRADUATION SPEECH (G)	
STAR SPANGLED BANNER PLAYED DURING GRADUATION (G)	
NOTE: O = ORIENTATION AND G = GRADUATION	