

Solar Switch-On Event Task List

Task Category	Key Tasks	Assigned Team Member (s)
Overall Event Coordination	Planning meetings Project partner collaboration Event materials Guest list Speaking points On-site coordination	[Name]
Master Guest List	Invitations, RSVPs Final guest list Check-in table, sign-in sheet VIP escorts	[Name]
Site Logistics	Layout map Guest/VIP/media parking Sound system, podium Check-in, refreshments VIP escorts Seating, rental items Electrical Event setup	[Name]
Media Outreach	Digital press kit Media advisory, news release Media check-in, escorts Interview/photo coordination News release distribution	[Name]
Graphic Design	Invitations, flyers Signage, banners Branded giveaway items	[Name]
Website/Social Media	Digital press kit design Website page design Pre-and post-event posts	[Name]
Photo, Video and Prop Coordination	Shot list Pre-event walkthrough Light switch prop placement Event photo opportunities Post-event photo captioning	[Name]

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Refreshments	Catering, refreshment area Reusable tableware Recycling containers	[Name]
Facility Tours	Script, schedule Pre-event training On-site coordination	[Name]