

Initial Role Determination Grid

Person	Role	Role Description
Vicki's Shop	Securing Known Space	SFA will secure free known space at Headquarters (Portals Garden level, TDC, etc.)
Dan	Securing Unknown Space	Accenture will utilize an event planning firm to source space in regions (non-hotel space wherever possible) and handle AV and catering needs
Dan	Printing and Initial Shipping of Course Materials	Coordinate the printing with IKON printing as well as the shipping for the initial set of classes. Coordinate shipping of additional materials to the SFA shipping contractor
Vicki's Shop	Shipping of Course Materials	Coordinate shipping of course materials once the supply has been transferred to the SFA shipping contractor
Pat Reese	Trouble Shooter	Act as the single point of contact (SPC) for logistics and facilitator issues and responsible for either handling them or routing them to the appropriate individual for resolution
Vicki's Shop	Registration	Ensure the system is up and running, the system is maintained so that it continues to be up and running, that the system allows Operating Partners to register via the internet, registrations are taken, registrations are confirmed, communicate registration information to the event planning firm, tracks the process
Vicki's Shop	Logistics Host Coordinator	Selects, trains, schedules, and handles any additional aspects of the Logistics Host Process
Scarlet	Name Tag and Certificate Producer	Produce pre-printed certificates for all enrolled participants, and supply an adequate number of blanks to be given to walk-ins.
Pat Reese	Ordering	Responsible for ordering certificate paper, name tags, table items, and anything else that might be needed for the courses
Vicki's Shop	Packaging	Responsible for coordinating the packaging and shipping of the ordered items for each class
Anita	Communications	Responsible for reminders, follow-ups, confirmations, and any other communications necessary for Front 2 Back