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**Subject:** RUN OF SHOW--for Feb 21 COG Session on AMZ

**Attachment(s):** "FINALDRAFT.ROS. A Conversation with Amazon.2.19.2019.docx"

THANKS to everyone at COG, AMZ, and GMU!!!

Attached is the updated RUN of SHOW—which I believe now reflects everyone's feedback (but we will have ONE more review—during our 9am call tomorrow, before sharing it with the panel members).

NOTE: The last page of the ROS now includes a staffing list—so please review and let me know if you have any changes or additions.

Also, below is the list of ACTION items from our 11am meeting this morning—with some updated status notes—which I think will round out our morning conversation. Looking forward to connecting everyone—from their comfy couches on a snowy morning! ALRIGHTA!

#### MEDIA:

- Confirm language and timing for Media Advisory
- Develop Language for Media Check in
- GMU will set up reserved chairs in back for print media
- GMU will provide PLUG ins

#### LIVESTREAM

- COG/AMZ Determine IF we turn on CHAT (I believe this was a confirmed YES?)
- Identify strategy, timing, and language for livestream amplification
- COG will provide livestream team YOUTUBE credentials
- Need TWO tables (one for Camera team/ one for LIVE CHAT)
- CHAT team will bring OWN Laptops
- GMU will provide MULT Box
- Coordinate TEST time with GMU/ARL

#### PPT/PRESENTATIONS

- Coordinate all slides and video files- by WED afternoon (Determine if ARL/COG is gathering)
- TBD-ARL or COG will review (and resize if needed)
- TBD-ARL or COG will Send ONE file to Kenny at GMU
- TBD- ARL or COG will bring everything on ONE Flash Drive
- Need to determine welcome, middle and end slides
- Handouts???

#### REGISTRATION

- COG will bring media, and VIP sign-in lists
- COG will make invitee name tags
- Determine TP for people arriving at event without an individual invitation
- GMU will provide stanchions and registration/
- Add ALL staff/volunteers to LIST
- Identification for STAFF?

#### SIGNAGE

- Send GMU wayfinder signage- 8 ½ X 11 in and landscape
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#### PARKING

- GMU will arrange 8 reserved parking spaces
- GMU will provide COG with written instructions for garage parking (NOTE: different instructions for attendees and VIPs)

#### Security:

- GMU security will supply plain clothes officers in five areas
- ACPD will take care of presence outside of building

OTHER: Sure we missed something?

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