



Science Park Boston, MA USA 02114
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BEO #: 1298

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Printed: 9/24/09

Ops Coord:

Func Coord:

Event and Conference Services Needs Sheet

Account: Hellerstein Memorial Service	Event Date: Sunday, October 11, 2009
Post As: Hellerstein Memorial Service	Contact: Debra Hellerstein
Address:	Phone: 773-551-3469
	Fax:
	OnSite Contact:
	Phone:

Sunday, October 11, 2009

Time	Room	Function	Setup	EXP	GTD	SET
4:30 PM - 8:30 PM	d'Arbeloff Conference Suite			75		

Schedule

Coordinator to arrive 2 hours prior to event start time (2:30PM)

SUNDAY

4:30PM Guest arrival

5:00-6:30PM Service to take place

6:30PM Food served (set on buffet tables)

6:30-7:30PM Mix & Mingle

8:30PM Conclusion of event

**Guests will be heading to reception in Newton for 8:30PM

FC LOBBY DUTY

-Please have signage in lobby directing guests to the Suite

Unicco

Please Clean Bathrooms

Vacuum

Please open patio door, clean patio and straighten furniture
 wash inside of ledge and windows

Please see floor plan for set up

Black Garden Chairs set on Millipore Side

Facilities

Temperature Control by 2:30PM

Exhibit Maintenance - AV

Podium & Microphone in center of windows on Millipore Side
 CD/iPod Access

Client providing own LCD Projector

Information Desk

Client: Deborah Hellerstein, Seth Hellerstein (brother & sister)

Lead Coordinator - Pat Lai

Coordinator will be on radio

Please Radio Andrea upon guest arrival

Memorial Service for Earl Hellerstein - recently passed away.
 Mr. Hellerstein was a member of the MoS for many years.

Wolfgang Puck Catering

Memorial Service from 5:00-6:30PM

Food service for 6:30PM

Conclusion 8:30PM

Additional Information

Parking validator on table o/s d'Arb elevator

CC: File, FNC coordinator, Unicco, WPC, Security/Garage, Facilities, Exhibits Maintenance, AV, IT, Camp In, Science Central, VSR Shift leader, Front Desk, Planetarium, Omni Projectionist, Laser Fantasy, CS&T

Organization Authorized Signature _____ Date _____

Event and Conference Services Representative Signature _____ Date _____