

# Facilities Operations Guide

Facilities is not a conventional committee with a chairman. Facilities is organized around the three operating areas – Sarasota, Venice and Lakewood Ranch.

Facilities tasks are performed by a mix of board members and volunteers and supervised by a Team Leader

Team Leaders ←link to separate doc

Venue Responsibilities

- work with venue registrars [link to Registrar?]

## Venue Tasks

- provide printed handouts announcing special events, schedule changes and other announcements
- for GI lectures, hand out biosheets {get words from Tech}
- hand out hearing assist devices (collecting driver's licenses as collateral)
- 45 minutes prior to GI lectures, work with lecturers on any slides or presentation materials they wish to use
- confirm with audio contractor (tba) that sound system is operational and lecturer is fitted with a microphone
- count attendees as they enter and check season tickets
- sell audio flash drives and VOD links
- set up power point slides on the VCC video system with lecture info and SILL info