

2020 Census Interfaith Partner Summit: Production Staffing Guide

February 18, 2020

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2020**

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LOGISTICS AND CONTACTS

DATE: February 18, 2020

LOCATION: Washington National Cathedral

CONTACTS:

- Michael Cook (202-631-1514)
- Christine Taylor (202-763-8916)
- Lisa Cochrane (202-507-2570)
- Kacey Schneider (TYR) (202-997-4489)
- Becky Chin (TYR) (917-693-6539)

VENUE ADDRESS

Washington National Cathedral
Charles A. Perry Auditorium – 7th Floor
3101 Wisconsin Ave NW
Washington, DC

PARKING

We recommend parking in the Cathedral’s underground parking garage. There is very limited parking on the Cathedral grounds and in the surrounding neighborhood.

- Entrance: Enter via Wisconsin Avenue, at the traffic signal just south of Woodley Road.
- Garage Hours: 6 a.m. to 11 p.m.
- Maximum Height: 7’ 6” including rooftop accessories. No trailers or RVs are permitted in the garage or on the grounds
- Pay Station Machines: Located by the elevator lobbies on the B1 and B2 levels and also at the Wisconsin Avenue exit. Pay machines accept cash or credit cards. Change is issued in coins.

PUBLIC TRANSPORTATION: Cleveland Park (red line) is the closest Metro station to Washington National Cathedral. The closest bus lines are the 37, N2, N4, and 96.

EVENT OVERVIEW

On February 18, 2020, the U.S. Census Bureau will host an interfaith partner summit at the National Cathedral in Washington, D.C. This event will feature a moderated panel discussion with faith leaders and Census Bureau executives who will discuss the benefits of participating in the 2020 Census, the importance of an accurate count, and plans for reaching different communities through houses of worship. Interviews and media availability will be held after the panel discussion.

The discussion will be livestreamed, and faith leaders across the country will be provided with email and social media content to encourage their congregations to watch the livestream and to learn more at [2020census.gov](https://www.census.gov). This event will also raise awareness and generate excitement within faith communities about the upcoming Faith Communities Census Weekend of Action in March 2020.

This event will be comprised of three main components:

- 9:00 a.m. – 10:00 a.m. – Rapport Building Session with Panel Speakers
- 10:00 a.m. – 11:30 a.m. – Moderated Interfaith Panel Discussion and News Conference
- 11:30 a.m. – 1:00 p.m. – Media Availability and Taped Faith Leader Testimonials

On-Stage Speakers (in order of appearance):

- Michael C. Cook, Sr., Chief, Public Information Office, U.S. Census Bureau
- Rev. Gay Clark Jennings, President, House of Deputies of The Episcopal Church
- Dr. Steven Dillingham, Director, U.S. Census Bureau
- Kevin Eckstrom, Chief Communications Officer, Washington National Cathedral
- Bishop Reginald Jackson, African Methodist Episcopal (AME) Church, 6th District of Georgia
- Rev. Gabriel Salguero, National Latino Evangelical Coalition
- Hurunnessa Fariad, All Dulles Area Muslim Society (ADAMS) Center
- Sister Judith Ann Karam, CSA, Sisters of Charity of St. Augustine, Catholic Health Association
- Rabbi Menachem Creditor, United Jewish Appeal (UJA)-Federation
- Vikshu Kumar Gurung, Founder of the Buddhist Society of Nebraska

SCHEDULE: February 17 – February 18

Please see the staffing lists (starting on p.15) for your call time.

Monday, February 17, 2020 – Event Setup	
7:00 a.m. – 3:00 p.m.	Event setup at Washington National Cathedral.
10:00 a.m. – 11:00 a.m.	Livestream soundcheck (Advanced Productions/Washington National Cathedral).
3:00 p.m.	Event setup ends; everyone leaves Washington National Cathedral.

Tuesday, February 18, 2020 – Interfaith Partner Summit	
6:00 a.m.	Events teams arrive.
7:30 a.m.	Full staff huddle at check-in table in auditorium lobby (7 th floor).
7:45 a.m.	Monumental Food to arrive for beverage service setup.
8:00 a.m.	Guest speakers begin to arrive; hair & makeup touch-ups available.
8:30 – 9:00 a.m.	Final tech rehearsal with guest speakers.
8:50 a.m.	Set and ready to receive guests.
9:00 a.m.	Doors open.

	<p>Rapport building session for guest speakers and VIP guests.</p> <p>Testimonial taping sessions with guest speakers.</p>
9:45 a.m.	First and second row guest speakers to take their seats.
10:00 – 11:30 a.m.	Moderated panel discussion; livestream begins.
11:30 – 11:45 a.m.	Live partner and guest audience Q&A.
11:45 a.m. – 12:00 p.m.	Livestream ends; media Q&A begins.
12:00 p.m. – 1:00 p.m.	<p>Media availability and scheduled interviews for Dr. Dillingham, Michael Cook, and guest speakers. Taped testimonials continue.</p> <p>Note: Christine Taylor will escort Dr. Dillingham between interviews.</p>
1:00 p.m.	Event concludes; guests leave.
1:15 p.m.	Event breakdown begins.
3:45 p.m.	<p>Event breakdown and load-out to be complete.</p> <p>All staff to leave Washington National Cathedral.</p>

MODERATED PANEL DISCUSSION

Time	Item
10:00 – 10:04 a.m.	Livestream begins; Michael C. Cook, Sr. welcomes guests, provides brief overview of the event, and introduces Rev. Gay Clark Jennings from podium.
10:05 – 10:09 a.m.	Rev. Jennings leads guests in prayer from podium.
10:10 – 10:11 a.m.	Michael Cook introduces Dr. Dillingham from podium.
10:12 – 10:22	Dr. Dillingham provides operational updates and introduces video showing efforts from different faith leaders across the country about how they are encouraging their community to respond to the census.
10:22 – 10:25 a.m.	Show video. Dr. Dillingham exits the stage. The podium is removed and additional chairs are set on stage.
10:25 – 10:30 a.m.	Michael introduces the featured faith leaders who will be on stage, as well as the ones in the first and second rows. The on-stage leaders come up as he introduces them and take their seats. He then introduces Kevin Eckstrom – the moderator.
10:30 – 11:30 a.m.	Kevin leads the moderated panel discussion.
11:30 – 11:45 a.m.	Michael comes back and invites partners in the audience to ask questions.
11:46 – 11:48 a.m.	Michael provides closing remarks. Livestream ends.
11:48 – 12:00 p.m.	Michael invites media to the front for a press gaggle.
12:00 – 1:00 p.m.	Media availability with scheduled testimonials.

CONFIRMED FAITH LEADERS

Guest Speakers (On Stage)

- Rev. Gay Clark Jennings, President, House of Deputies of The Episcopal Church
- Bishop Reginald Jackson, African Methodist Episcopal (AME) Church, 6th District of Georgia
- Rev. Gabriel Salguero, National Latino Evangelical Coalition
- Hurunnessa Fariad, All Dulles Area Muslim Society (ADAMS) Center
- Sister Judith Ann Karam, CSA, Sisters of Charity of St. Augustine, Catholic Health Association
- Rabbi Menachem Creditor, United Jewish Appeal (UJA)-Federation
- Vikshu Kumar Gurung, Founder of the Buddhist Society of Nebraska

VIP Guests (First and Second Rows)

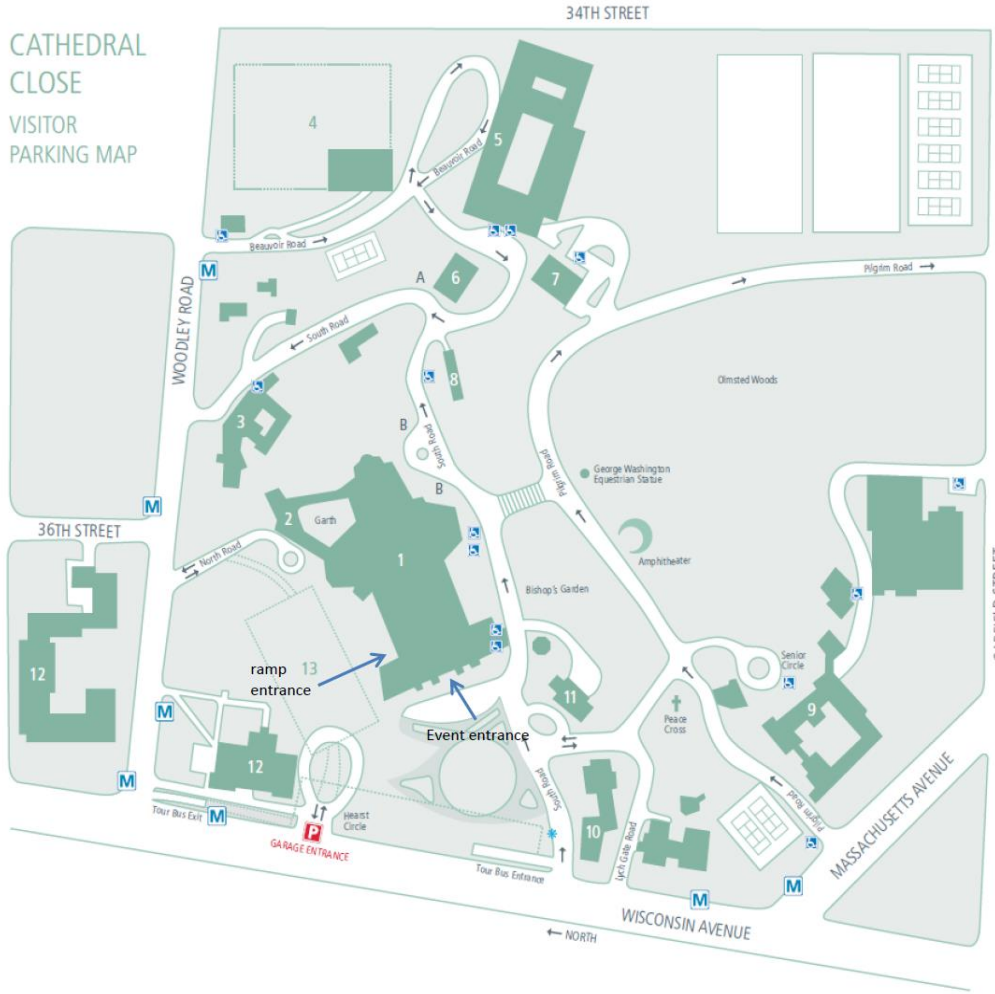
- Rita Nakashima Brock, Rel. M., M.A., Ph.D., Volunteers of America (VOA), Senior Vice President, Moral Injury
 - Accompanied by Brian Gavin, SVP Communications and Marketing
- Dr. Chris Leader, Founder, Ignite Student Outreach, President of Food Aid International and VP of Hopegivers International
- Prairie Rose Seminole, Tribal/Evangelical Lutheran Church in America (ELCA), Program Director, ELCA American Indian Alaska Native Ministries
- Herb Smith, President and CEO, Los Angeles Mission, member of Citygate Network – Los Angeles, CA
- Father Michael Sorial, St. Anianus Coptic Church, Northeast
- Rev. Apisaloma P. Toleafoa, The First Samoan Congregational Church of DMV (FSCCC), Alexandria, VA
- Lance Walker and Alyssa White, The Church of Jesus Christ of Latter-day Saints

VIP Guests (Regional Partners)

- Willie Barber, AME Church
 - Attending with Bishop Jackson; needs to sit where he can take photos of Bishop Jackson.
- Pastor Ner Clay, Karen Christian Revival Church (KCRC)
- Mr. Pa Naw Dee, Karen Society of Nebraska
- Kamal Dhimal, Global Bhutanese Hindu Organization, USA
- Rev. Dr. James Harris, Pastor, Historic St. James AME Church
- Venerable Pau Ket, Buddhist monk, Wat Khmer Monastery Lake Elsinore
- Mike King, Volunteers of America (VOA)
- Rev. Adan Mairena, West Kingston Ministry, Hispanic Ministry
- Pastor Gil Monroe, Brooklyn Borough President's Office, Director of Faith-Based and Clergy Initiatives and Mt. Zion Church Sanctuary Assembly, USA Church of God Seventh Day
- Rev. Nelson B. Rivers, III, National Action Network, VP Religious Affairs and External Relations and Pastor, Charity Missionary Baptist Church
- Ariel Savransky, UJA-Federation
 - Attending with Rabbi Creditor
- Pastor John Zayas, Chicago Region, Grace and Peace Church, Christian Reformed Church

WASHINGTON NATIONAL CATHEDRAL MAP

CATHEDRAL
CLOSE
VISITOR
PARKING MAP



- BUILDINGS**
- 1 Washington National Cathedral
 - 2 Offices
 - 3 Cathedral College
 - 4 NCS — Athletic Center
 - 5 Beauvoir School
 - 6 Greenhouse
 - 7 Facilities Building
 - 8 Sayre House
 - 9 St Albans School
 - 10 St Alban's Parish
 - 11 Church House
 - 12 National Cathedral School
 - 13 Underground Garage

- VISITOR INFORMATION**
- Underground Garage
 - Metro Bus Routes
 - Handicap Parking
 - Flexicar

No Visitor Parking on Cathedral Close Roads before 3:30pm, Monday – Friday

Exceptions:

- A Greenhouse customer parking 30 minutes only 9am – 5pm
- B Cathedral early Service parking 7:30 – 8:15 am

METRO BUS ROUTES*

Wisconsin Avenue: 30, 32, 34, 35, and 36.

Massachusetts Avenue: N2, N3, N4, N6

Woodley Road: 90, 92, 93, X3

*For more information on DC public transit, please visit:

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VENUE

**Charles. A Perry Auditorium – 7th Floor
Washington National Cathedral**



STAFFING

Staff Logistics

- **Dress**
Business.
- **Event WiFi**
Limited. Please bring your own hotspot if possible.
- **Staff Space**
Space is limited, so please refrain from bringing any large bags or unnecessary items as we do not have access to a secure storage area.
- **Troubleshooting**
Media requesting an interview with a Census Bureau official or asking any questions about the census, including our contract – DIRECT TO CENSUS PIO.
- **Social Media**
Please only retweet or share official Census Bureau posts – do not tweet or post your own content.

Timeline and Run of Show

MONDAY, FEBRUARY 17

7:00 a.m. Event team and A/V arrival; begin all setup.

- Stage setup.
- Steam and set up step-and-repeats.
- Nametag and press kit setup.
- Welcome table prep.
- Promo items prep.
- Recruitment table prep.
- Testimonial and hair & makeup room setup.
- Set signage where possible.
- Green room setup.
 - *See p. 18 for specific staffing assignments.*

10:00 a.m. Sound check with Washington National Cathedral.

10:30 a.m. Staff walk-through of the event and event spaces.

- Check-in table, auditorium, conference rooms.

2:30 p.m. Core event staff meets to determine setup tasks for tomorrow morning, such as:

- Finish placing directional signage.
- Finish placing faith guides around the event spaces (green room, recruitment table, etc.).
- Place reserved seating signs on first two rows.
- Place stage seating signs.

3:00 p.m. Event setup ends. All staff to exit Washington National Cathedral.

TUESDAY, JANUARY 18

6:00 a.m. Core events team arrives and A/V arrives for final setup.

7:00 a.m. All event staff arrives.

7:15 a.m. Monumental Food arrives for coffee/beverage setup.

7:30 a.m. Full staff huddle – gather at check-in table. Hair & makeup team arrives.

7:45 a.m. Caterers arrive/load-in.

8:00 a.m. Guest speakers arrive.

8:30 a.m. Tech rehearsal with speakers.

8:50 a.m. All staff set and ready.

- All handlers and ushers in place.
- Check-in, recruitment, and promo item tables set.
- Speakers escorted to S4 conference room for hair and makeup.

- *Once speakers finish hair and makeup, they are escorted to the N4 conference room for the rapport building session*

9:00 a.m. Doors open to all guests, including media.

- Check-In Table
 - One line for media, one line for partners.
 - Escort cameras to press riser.
 - Escort partners to auditorium.
 - Escort VIP partners to conference rooms:
 - S4 conference room – hair/makeup and taped testimonials.
 - N4 conference room – rapport-building session.

9:45 a.m. All VIP guests escorted to auditorium to take their seats.

9:55 a.m. Check-in tables move from 1st floor to 7th floor lobby.

10:00 a.m. Program and livestream begins.

- Mic handlers set for on-stage speakers, partner Q&A, and media Q&A.
- Stage runners set for moving podium and chairs on/offstage.

11:30 a.m. Partner and guest audience Q&A begins.

11:45 a.m. Livestream ends; media Q&A begins.

12:00 p.m. Media availability and scheduled interviews begin; taped testimonials resume in both conference rooms.

1:00 p.m. Event concludes; all guests depart.

1:15 p.m. Strike and event breakdown begins.

3:45 p.m. Event breakdown complete; all staff depart Washington National Cathedral.

Staffing: Census

Employee	Monday, 2/17 Setup – 9 a.m. – 3 pm. <i>Staff arrives at 9 a.m.</i>	Tuesday, 2/18 Event: 7 a.m. – 1 p.m. <i>Staff arrives at 7 a.m.</i>	Contact Information
ADCOM			
Ali Ahmad		X	240-532-0676
Burton Reist		X	202-839-0108
PIO			
Michael Cook		X	202-631-1514
Lisa Cochrane	X	X	202-507-2570
Chris Taylor	X	X	202-763-8916
Virginia Hyer		X	202-450-7511
Jewel Jordan		X	301-957-6550
Frances Alonzo		X	202-420-1261
Veronica Vaquer		X	202-981-4621
Anna Carabeo		X	305-409-9241
Michele Freda		X	202-805-4904
CNMP			
Mike Morgan	X	X	202-309-6284
Mike Monroe	X	X	202-236-7705
James Roberts		X	202-839-0775
Yolanda Byrd		X	202-684-5288
Charles Grayson	X	X	202-631-4483
NPP			
Robin Bachman	X	X	202-329-3339
Anna Owens	X	X	202-740-2913
Shagufta Ahmed	X	X	202-480-0450
Kevin Quinley		X	
Shira Cavanaugh		X	
Roxana Barillas		X	
Cheryl Chambers		X	
Theo Graves		X	
Jenny Kim		X	

Claire Ross		X	
Josephine Ocheni		X	
Crystal Mackall		X	
James Moore		X	
FIELD			
Willette Allen		X	
Megan Kindelan	X	X	202-913-0168
Lorraine Smalls		X	
Samantha Steen		X	
PMO			
Kendall Johnson		X	202-669-8593
DECENNIAL			
Enid Santana Ortiz		X	
Paola Nieves	X	X	

STAFFING – TEAM Y&R

Employee	Monday, 2/17 Setup – 7 a.m. – 3 p.m.	Monday, 2/17 Setup – 10 a.m. – 3 p.m.	Tuesday, 2/18 Event: 7 a.m. – 1 p.m. <i>Staff arrives by 7:00 a.m.</i>	Contact Information
OR13 - Partnership				
Jamie Colucci			X	646-320-8659
Dan Sengphilom			X	646-299-2074
OR17 - ESO				
Rabiah Ahmad			X	
Ella Burton	X		X	919-616-4106
Becky Chin	X		X	917-693-6539
Paul Dubas		X	X	703-732-3030
Olivia Glod		X	X	412-926-2410
Amanda Hauge	X		X	805-450-8574
Meredith Katz			X	202-257-9771
Terry Neal			X	202-355-4463
Mindy Fetterman			X	703-314-0392
Iana Pervazova	X		X	202-748-1983
Robert Pierre			X	202-236-1798
Nicole Reither	X		X	720-233-9898
Jenna Sauber		X	X	513-255-5393
Kacey Schneider	X		X	202-997-489
Ashlei Stevens	X		X	202-772-4490
Lauren Williams			X	202-424-9938
Ann Davison			X	202-207-6915
Monika Ellis			X	646-303-0842
Nicole McNabb			X	202-308-1284
Emmy Prager	X		X	914-806-0135
OR19 - Strategy				
Basem Hassan			X	

ALL STAFFING ASSIGNMENTS

FEBRUARY 17, 2020

EVENT SETUP at Washington National Cathedral			
CENSUS STAFF	TYR STAFF	ROLE	LOCATION
Chris Taylor Lisa Cochrane Robin Bachman Anna Owens Shagufta Ahmed	Kacey Schneider Amanda Hauge	Program Walkthrough and Stage Setup <ul style="list-style-type: none"> - Chair placement for panelists - Where all VIP guests will sit - All seating assignments - Run through of program 	Charles A. Perry Auditorium
Chris Taylor Lisa Cochrane	Amanda Hauge Ashlei Stevens Kacey Schneider	Auditorium/Stage Set Up <ul style="list-style-type: none"> - Work with Advanced Productions - Setup small step-and-repeat for interviews - Steam step-and-repeats - Oversee podium placement and sign - Oversee media risers placement - Oversee speaker chair placement - Place reserved seating signs - AV testing 	Charles A. Perry Auditorium
Paola Nieves	Ella Burton Becky Chin Iana Pervazova Nicole Reither Jenna Sauber Paul Dubas	Check-In Table and Promo Items Table <ul style="list-style-type: none"> - Surface tablets set - Stuff and organize name tags - Print any additional nametags as needed - Nametag printer set up and tested - Steam all table linens (including for partnership and recruitment tables) - Unload and organize/set promo items - Determine placement of faith guides - Set signage 	Grand lobby
Anna Owens Robin Bachman	N/A	Partnership Table <ul style="list-style-type: none"> - Set up all materials for partnership table 	Area outside Charles A. Perry Auditorium
Megan Kindelan	N/A	Recruitment Table <ul style="list-style-type: none"> - Set up all materials for recruitment table 	Area outside Charles A.

			Perry Auditorium
Mike Morgan Mike Monroe Charles Grayson	Becky Chin Olivia Glod	Organize materials for taped testimonials, rapport building session, and hair/makeup.	Conference Rooms (4 th Floor – N4 and S4)

FEBRUARY 18, 2020: 7:00 a.m. – 1:00 p.m.

EVENT EXECUTION at Washington National Cathedral			
CENSUS STAFF	TYR STAFF	ROLE	LOCATION
Robin Bachman Shagufta Ahmed Anna Owens Roxana Barillas Claire Ross Jenny Kim Cheryl Chambers	Jamie Colucci Basem Hassan Dan Sengphilom	<p>Speaker and partner handlers/greeters</p> <ul style="list-style-type: none"> - As speakers and partners arrive, please escort them to where they need to be. - After the program, please “float” in the auditorium and attend to the speakers and partners as needed <p>Specific partner handlers:</p> <ul style="list-style-type: none"> - <i>Rev. Gabriel Salguero (NaLEC):</i> Roxana Barillas - <i>Sister Judith Ann Karam (CHA):</i> Claire Ross - <i>Rabbi Creditor (UJA-Federation):</i> Dan Sengphilom - <i>Vikshu Kumar Gurung (Buddhist Society of Nebraska):</i> Jenny Kim - <i>Bishop Reginald Jackson (AME Church):</i> Cheryl Chambers - <i>Hurunnessa Fariad (ADAMS Center):</i> Basem Hassan 	<p>Near check-in tables – lobby</p> <p>N4 and S4 conference rooms</p> <p>Charles A. Perry Auditorium</p>
Chris Taylor Megan Kindelan Anna Carabeo	Ann Davison	Census Bureau executive handlers	<p>Near check-in tables – lobby</p> <p>N4 and S4 conference rooms</p> <p>Charles A. Perry Auditorium</p>

Virginia Hyer Jewel Jordan Frances Alonzo	Terry Neal Lauren Williams Ashlei Stevens Robert Pierre Rabiah Ahmad Basem Hassan Nicole Reither	Media handlers - As media arrives, please escort them to the auditorium for setup. Please also monitor them during media availability.	Near check-in tables - lobby
Chris Taylor (ROS only)	Amanda Hauge	Oversee all A/V and tech, including tech rehearsals and ROS.	Charles A. Perry Auditorium
Mike Monroe Mike Morgan Charles Grayson Veronica Vaguer Shira Cavanaugh	N/A	Taped testimonials	N4 and S4 conference rooms
Enid Santana Ortiz Paola Nieves	Nicole McNabb Becky Chin	Ushers to guide speakers to/from taped testimonials and hair & makeup	Auditorium to N4 and S4 conference rooms
N/A	Iana Pervazova Olivia Glod Paul Dubas	Check-in tables - Check in guests - Provide nametags - Provide printed press kits - Move check-in desks to 7th floor lobby at 9:55 a.m. - Two people stay downstairs to usher latecomers	Lobby 7 th floor, near entrance to Charles A. Auditorium
Theo Graves	N/A	Partnership table - Provide partnership materials to guests	7 th floor, near entrance to Charles A. Auditorium
PHRO (2)	N/A	Recruitment table - Provide recruitment materials to guests	7 th floor, near entrance to Charles A. Perry Auditorium
Lorraine Smalls Samantha Steen		Promotional Materials Table - Provide promotional materials to guests	7 th floor, near entrance to Charles A. Perry Auditorium

N/A	Meredith Katz Jenna Sauber	Elevator ushers post check-in <ul style="list-style-type: none"> - Direct guests from lobby elevators to the Charles A. Perry Auditorium. - After the event, direct guests from 7th floor elevators to lobby 	Near check-in tables
Kevin Quinley	Ella Burton	Auditorium ushers <ul style="list-style-type: none"> - Greet guests at entrance to auditorium - Help direct first/second row guests to reserved seating - Encourage guests to fill in seats (prioritize front rows, sans reserved seating) 	Charles A. Perry Auditorium
All staff	All staff	Seat fillers <ul style="list-style-type: none"> - Fill seats as needed for program 	Charles A. Perry Auditorium
N/A	Paul Dubas Ann Davison	Media/Partners mic runners for Q&A <ul style="list-style-type: none"> - Hand wireless mic to first/second row speakers during partner Q&A or when asked to answer questions during the moderated discussion - Set mic/mic stand for Q&A in middle aisle for audience Q&A 	Front of auditorium
James Roberts Yolanda Byrd	Emmy Prager	Social activation/social presence	Charles A. Perry Auditorium
N/A	Paul Dubas Mike Heimowitz	Crisis Communications	N/A
N/A	Jenna Sauber	Internal Communications	N/A
Michele Freda	N/A	Photographer	Throughout Cathedral
[Hair and Makeup Vendor]	N/A	Hair and Makeup	S4 Conference Room

FEBRUARY 18, 2020: 1:00 p.m. – 4:00 p.m.

EVENT BREAKDOWN at Washington National Cathedral			
CENSUS STAFF	TYR STAFF	ROLE	LOCATION
N/A	Paul Dubas Jenna Sauber	Gather Signage - Collect all signage at the venue - <i>Once finished, please help with packing up the check-in table, the auditorium, or the promotional items</i>	Throughout the Cathedral
N/A	Iana Pervazova Olivia Glod	Pack up check-in table - Collect all press kits - Collect all additional nametags - Collect all other check-in materials - All tablecloths go back to Census	7 th floor, near entrance to Charles A. Perry Auditorium
Mike Morgan Mike Monroe Charles Grayson	Becky Chin Nicole McNabb	Pack up conference rooms - Break down step and repeat - Collect all extra printed materials - Collect all printed faith guides - Pack up all camera equipment/taped testimonial equipment	N4 and S4 conference rooms
Field	N/A	Pack up recruitment table - Pack up all recruitment materials - All tablecloths go back to Census (Lisa)	7 th floor, near entrance to Charles A. Perry Auditorium
NPP	N/A	Pack up partnership table - Pack up all partnership materials - All tablecloths go back to Census (Lisa)	7 th floor, near entrance to Charles A. Perry Auditorium
	Meredith Katz Mindy Fetterman	Pack up all remaining promotional materials	7 th floor, near entrance to

		<ul style="list-style-type: none"> - All remaining materials go back to Team Y&R (Kacey) 	Charles A. Perry Auditorium
	Ella Burton Ashlei Stevens Nicole Reither	Pack up all auditorium materials <ul style="list-style-type: none"> - Collect remaining press kits - Collect remaining printed press kits - All tablecloths go back to Census (Lisa) - All branding and staging items go back to Census (Lisa) 	Charles A. Perry Auditorium

TAPED TESTIMONIAL SCHEDULE

Conference Room - South Tower 4 (S4)					
Time	Name	Title	Faith Affiliation	Organization	Notes
9:00 a.m.	Reverend Gabriel Salguero		Evangelical Christian	National Latino Evangelical Coalition	(confirmed) He tape a video in both Spanish and English
9:15 a.m.	Mike King	President & CEO	Volunteers of America (VOA)		(confirmed)
9:30 a.m.	Prairie Rose Seminole		Evangelical Lutheran Church of America (ELCA)	Program Director, ELCA American Indian Alaska Native Ministries	(confirmed) Need to follow-up with her question on background
9:45 a.m.	Reverend Adan Mairena		Christian	West Kingston Ministry, Hispanic Ministry	
Program					
12:00 p.m.	Hurunnessa Fariad		Muslim	ADAMS Center	
12:15 p.m.	Sharif Aly, Sister Judith Ann Karam,		Muslim, Catholic, Jewish	Islamic Relief USA, Catholic Health Association, HIAS	(confirmed)
12:30 p.m.	Sister Judith Ann Karam, CSA		Catholic	Catholic Health Association	
12:45 p.m.	Rabbi Menachem Creditor		Jewish	UJA-Federation	

Conference Room - North Tower 4 (N4)					
Time	Name	Title	Faith Affiliation	Organization	Notes
12:00 p.m.	Jay Kansara		Hindu	Hindu American Foundation	
12:15 p.m.	Bishop Reginald Jackson		Christian	AME Church, 6th District of Georgia	
12:30 p.m.	Vikshu Kumar Gurung		Buddhist	Founder, Buddhist Society of Nebraska	
12:45 p.m.	Kamal Dhimal		Hindu	Global Bhutanese Hindu Organization, USA	

PRINTED MATERIALS

Item	Quantity	Owner
Press kits	150	Team Y&R
Printed faith guides	200	Team Y&R
Name tags	150 (plus extras for walk-ins)	Team Y&R
Promo Items	Mixed	Team Y&R is bringing promo items leftover from ICC. Census is bringing additional promo items.
Partnership Table Materials <ul style="list-style-type: none"> - Faith and Public Life is bringing materials - AME Church is bringing materials - Episcopal Church is bringing materials 	TBD	NPP will bring additional materials in addition to what the three partners are bringing.
Rapport building session materials <ul style="list-style-type: none"> - Agenda - Spanish Faith Fact Sheet 	25 of each	Team Y&R