|  |
| --- |
| **Instructions:** The **DAS PM** must complete this form, submit to **DAS Communications**, & **distribute copies** as indicated below. |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Project Information:** | | | |
| **Project Manager Name:** | Enter Text | **Phone No.:** | Phone |
| **Project Number:** | Project Number | | |
| **Project Title:** | Project Title | | |
| **Project Location:** | Project Location | | |
| **Time & Date of Ribbon-Cutting:** | Enter Text | | |
| **Completion Date:** | Date | | |
| **Total Cost:** | Enter Text | | |
| **Project Description:** | Enter Text | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Invitation List:** | | | |
| **DAS Commissioner:** | Enter Text | **Phone No.:** | Phone |
| **DAS/RECS Deputy Commissioner:** | Enter Text | **Phone No.:** | Phone |
| **Chief Architect:** | Enter Text | **Phone No.:** | Phone |
| **OLAPP Legal Director:** | Enter Text | **Phone No.:** | Phone |
| **OSBI:** | Enter Text | **Phone No.:** | Phone |
| **OSFM:** | Enter Text | **Phone No.:** | Phone |
| **Director of Project Management:** | Enter Text | **Phone No.:** | Phone |
| **Assistant Director of Project Management:** | Enter Text | **Phone No.:** | Phone |
| **Client Agency:** | Enter Text | | |
| **Client Agency Contact:** | Enter Text | **Phone No.:** | Phone |
| **Requested Dignitary:** | Enter Text | **Phone No.:** | Phone |
| **Requested Dignitary:** | Enter Text | **Phone No.:** | Phone |
| **Requested Dignitary:** | Enter Text | **Phone No.:** | Phone |
| **Requested Dignitary:** | Enter Text | **Phone No.:** | Phone |
| **Architect/ Engineer (A/E) Firm:** | Enter Text | | |
| **A/E Contact:** | Enter Text | **Phone No.:** | Phone |
| **A/E Location:** | Enter Text | | |
| **Construction Administrator (CA) Firm:** | Enter Text | | |
| **CA Contact:** | Enter Text | **Phone No.:** | Phone |
| **CA Location:** | Enter Text | | |
| **GC/CMR/D-B: Firm:** | Enter Text | | |
| **GC/CMR/D-B Contact:** | Enter Text | **Phone No.:** | Phone |
| **GC/CMR/D-B Location:** | Enter Text | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ribbon-Cutting Checklist:** | | | |
|  | Fact Sheet |  | Ribbon-Cutting Group Lists |
|  | Photographer |  | List of Speakers |
|  | Web Calendar |  | Photos of Buildings for Media |
|  | Press Release |  | Program Hand-Out |
|  | Ribbon |  | Agency Logos |
|  | Scissors |  | Easel and Building Picture |
|  | Tent |  | Talking Points |
|  | Platform |  | Tour Guides |
|  | Refreshments (Agency-Provided) |  | RSVP List |
|  | Tables |  | Podium and Sound System |
|  | Folding Chairs |  | Reserved Parking |
|  | Invitation List |  | Direction Signs |
|  | Invitation Cards or Letters |  | Governor’s Scheduler’s Checklist |
|  | Map and Directions |  | Inclement Weather Alternate Location |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Electronic copies are forwarded to (by the PM):** | | | | | | |
|  |  | DAS/CS Chief Architect: | D. Barkin |  | DAS/CS Project Manager: | Enter Text |
|  |  | DAS/CS Legal Director: | J. Padula |  | DAS/CS OLAPP Webmaster: | R. Cutler |
|  |  | DAS/CS DPM: | P. Simmons |  | Client Agency Representative: | Enter Text |
|  |  | DAS/CS ADPM: | Enter Text |  | File For Project Number: | Enter Text |

**END**