Initial Reservations and Planning

☐ Invite Instructor to your chapter function as soon as a topic and instructor have been identified.
☐ Make arrangements with instructor regarding:
  o Program date and location
  o Honorarium
  o Hotel reservations
  o Required audio-visual needs
  o Materials needing reproduction

Twelve Weeks Prior to Program:

☐ Make meeting room arrangements, including:
  o Reserve meeting room – will a deposit be required?
  o Meeting Room capacity
  o Meeting room set-up (tables, chairs, etc.)
  o Hotel or room contact person on day of seminar
  o Food arrangements, if applicable
  o Other needs
☐ Order audio-visual needs as specified by the instructor, including:
  o Delivery and pick-up times, if applicable
  o Electrical outlet accessibility in meeting room
  o Length of electrical cords

Eight Weeks Prior to Program:

☐ Begin program promotion

Four weeks Prior to Program:

☐ Initiate second marketing piece with registration form

Three Weeks Prior to Program:

☐ Print the program materials
☐ Initiate a third marketing piece, if necessary
☐ Ensure that the instructor has made the appropriate travel arrangements

One Week Prior to Program

☐ Verify travel arrangements with instructor
☐ Confirm meeting room arrangements with facility

Day of the Program:

☐ Make sure instructor arrives at the right meeting place at the right time
☐ Check the meeting room for cleanliness, accuracy of set-up, size, comfort, and potential problems
☐ Make sure enough desks and chairs are provided to accommodate every attendee
☐ Provide the instructor with water at the lectern
Check audio/visual equipment:
- Have all items been delivered?
- Are cords taped down?
- If a microphone is used, are the volume and quality of the sound sufficient?
- If writing boards are needed, are pens or chalk and erasers on hand?
- If the instructor uses a projector, is the size of the projected image appropriate?
- Is it in focus? Does the computer remote/laser pointer work properly?

Upon completion of the program:
- Pay the instructor the agreed upon fee
- Ensure that within 30 days you have received all bill from the venue