



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:
 - Program date and location
 - Honorarium
 - Hotel reservations
 - Required audio-visual needs
 - Materials needing reproduction

Twelve Weeks Prior to Program:

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



Event Planning Checklist

- 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