

WORKSHOP/PROGRAM CHECKLIST

PROGRAM

- ___ Select and line-up session topics and speakers
- ___ Set price for registration
- ___ Design program brochure and registration form
- ___ Prepare and print program brochure/registration form
- ___ Assign fee collection responsibility
- ___ Inform speakers of topic, time, place, etc.

PAPER WORK

- ___ Get mailing labels (separate sets for each region)
- ___ Mail program brochure/registration to SCA members and previous workshop registrants
- ___ Place advertisement
 - ___ SCA newsletter
 - ___ SAA newsletter
 - ___ ARMA chapters
- ___ Get handouts
 - ___ local maps
 - ___ program brochure/registration form
 - ___ addresses of speakers
 - ___ bibliography
 - ___ evaluation forms
 - ___ membership brochures

FACILITIES ARRANGEMENTS

- ___ Reserve room for 50 people
- ___ Registration table
- ___ SCA banner
- ___ Cash box and receipt book
- ___ A-V equipment
- ___ Table for coffee
- ___ Podium
- ___ Table and chairs for panel

FOOD

- ___ Select and reserve eatery and menu
- ___ Notify eatery of number of registrants 48 hours before event
- ___ Decide whether lunch will be optional with lower fee
- ___ Buy coffee, tea, sugar, cream, napkins, cups, spoons, rolls, and fruit
- ___ Get coffee maker, hot water
- ___ Get ice water, pitcher, and glasses for speakers
- ___ Lunch for speakers

ACTION DAY

- Set up tables
- Make coffee
- Take registration
- Sell directories and other publications
- Distribute handouts
- Lead group to lunch
- Record notes on sessions
- Set-up AV equipment
- Name tags, list of registrants
- Pay for speakers' lunches
- Clean up

FOLLOW-UP

- Send report on workshop to newsletter
- Write thank you letters to speakers