

Program Planning Checklist

Initial Reservations and Planning

- Invite instructor to present at 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 the meeting room – will a deposit be required?
 - meeting room capacity
 - meeting room set-up (tables, chairs, etc.)
 - hotel or club contact person on day of presentation
 - 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.
- 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 remote control work properly?

Upon completion of the program

- Pay the instructor the agreed upon fee.
- Ensure that within 30 days you have received all bills from the venue.