

## Event Preparation Checklist

### Pre-Event:

[3 to 4 months ahead if possible]

| Task  | Assigned            | Status |
|---|---------------------|--------|
| Come up with ideas, present to committee (using template) and obtain approval | Program Coordinator |        |
| Check with Treasurer about funds  | “                   |        |

### Speakers:

[2 to 3 months ahead]

| Task   | Assigned            | Status |
|--|---------------------|--------|
| Contact potential speakers   | Program Coordinator |        |
| Confirm speakers about topic, date and time and location   | “                   |        |
| If out-of-town speaker(s), arrange travel/accomodations  |                     |        |
| Request speakers to send short biography for event flyer   | “                   |        |
| Arrange if speaker or someone else will make copies of handouts  | “ or speaker        |        |
| If speaker not bringing their own laptop, request electronic presentation files ahead of time to copy onto laptop                  |                     |        |
| Ask speaker for electronic presentation files/handouts to put on web site after the event (if speaker allows handouts on web site) |                     |        |
| Speaker gift and thank you cards   | “                   |        |

### Location:

[2 months ahead]

| Task   | Assigned       | Status |
|--|----------------|--------|
| Select location based on needs (lecture style, classroom style, big, small, break-out groups required, etc.) |                |        |
| Find out what equipment required and obtain either from location or from someone else; rent if necessary     | Program Coord. |        |

### Publicity:

[5 weeks ahead ideally]

| Task  | Assigned    | Status |
|---|-------------|--------|
| Write event flyer in English and send to Publicity Coord.   | Prog. Coord |        |
| Publicity person requests translation and pretties up the flyer                                     | Publicity   |        |
| Translate event flyer in French [10 days before flyer to go out]                                    | Translator  |        |
| Put info about events in Newsletter if timing works out   |             |        |
| Mail out flyer [see LISTSERV policy for timelines – try 3 to 4 weeks before event, 2 weeks minimum] | Publicity   |        |
| Post event information on Web site  | Web master  |        |
| Send event flyer through listserv   | Publicity   |        |
| Publish event information on newsletter   | Newsletter  |        |

**Advanced Registration (if required):**

| <b>Task</b>   | <b>Assigned</b> | <b>Status</b> |
|---|-----------------|---------------|
| Obtain registrations through webmail, fax, email, mail, phone |                 |               |
| Confirm registrations   |                 |               |
| Prepare receipts and invoices if requested                    |                 |               |
| Keep registration list which can be used on event day         |                 |               |

**Day of the event:**

| <b>Task</b>  | <b>Assigned</b> | <b>Status</b> |
|--|-----------------|---------------|
| Ask location staff to unlock door  |                 |               |
| Equipment set up   |                 |               |
| Setup registration table (CASLIS banner) <ul style="list-style-type: none"> <li>- Set out handouts, Evaluation Forms, CLA Membership forms, other advertising such as future CASLIS event, etc. (Make sure enough copies of everything</li> <li>- Cash Box and receipts</li> <li>- Registration list or blank Participant list for non-pre-registered (ask for name and membership and email)</li> </ul> |                 |               |
| Have box for "Completed evaluation forms"  |                 |               |
| Facilitate attendees to sign in on the registration/participants List  |                 |               |
| Designate someone to introduce and thank speakers  |                 |               |

**Evaluation:**

| <b>Task</b>  | <b>Assigned</b> | <b>Status</b> |
|--|-----------------|---------------|
| Review evaluation forms and write program Report, document lessons learned |                 |               |
| Write or find someone to write about the event for newsletter              |                 |               |