

PROGRAM: _____

DATE: _____

SPEAKER: _____

TITLE: _____

CONTACT INFO: _____

VENUE: _____

- Website _____
- Confirm presenter's topics _____
- Discuss desired outcome with presenter
- Cost and payment terms _____
- Determine facility needs _____
- Determine technical needs _____
- Appropriate audience _____
- Determine any special needs accommodations _____
- Confirm date and time _____
- Approval signatures (PTA President must sign all contracts) _____
- Security clearance
- Check calendar for school conflicts
- Obtain flyer or copy points for Enews and publicity chair
- Determine if transportation needed
- Directions and details to speaker
- Determine volunteers needed _____
- Assign hospitality if needed

ONE MONTH OUT:

- Meet with publicity chair for pre-event press release publicity
- Info to Enews chair for distribution
- Recruit and assign volunteers
- Re-confirm speaker and needs
- Re-confirm venue and set ups
- Assign photographer
- Speaker gift

EVENT DAY:

- Facility set up
- Technical needs set up
- Confirm security if needed
- Volunteers checked in
- Hospitality set up (H2O, snacks)
- Photographer
- Materials distributed as needed
- Speaker gift
- Publicity chair attending?
- Event evaluation sheets as needed
- Name tags
- Know speaker's official name and title for introductions

POST-EVENT

- Thank you notes
 - Speaker
 - Volunteers
- Post-event press release
- Internal post-event recap and put in binder
 - What worked, what didn't
 - Email results and suggestions to Council Program Chair.