

EVENT/WORKSHOP/MEETING CHECKLIST

Title: _____

Date: _____

Time: _____

Location: _____

Staff: _____

Attendees Expected: _____

Final Count: _____

Announcement Distribution:

On-Line Registration Email Mail Mailed Date: _____ Quan: __ Postage: \$ _____

Arch/Eng Contractors DOTs Members Professors Other: _____

Date Sent: _____
1st mailing 2nd mailing Reminder

Catered Lunch:

Company: _____

Phone: _____

Contact : _____

Delivery time: _____

Menu:

MUST HAVES:

- ✓ Agenda and/or Brochure
- ✓ Sign-in Sheet
- ✓ PDH Certificate
- ✓ Evaluation Sheet

COMPLETED:

Miscellaneous/Optional:

- _____ Badges
- _____ Registration List
- _____ Receipts
- _____ Promotional Handouts _____
- _____ Literature/Folders _____
- _____ Notebooks _____
- _____ Speaker Gifts _____
- _____ Table Skirt _____
- _____ Signage/Easels _____

EQUIPMENT:

- Literature/Software
- Literature Rack
- Projector
- Signage/Easels
- Monitor/4-ft Table
- Table Skirt
- Pervious Display
- Laptop _____

OPEN HOUSE:

- _____ Hard Hats/Vests
- _____ Bull Horn
- _____ Ice Coolers
- _____ Camera

BANNER-UPS?

Follow-up:

- Update registration list
- Thank-you letters to speakers
- E-mail PDH Certificates