

	Planned	Delegated to or Approved by the Person Responsible	Deadline Date	Completed/ Evaluated
ITEM	ACTION TAKEN			
PURPOSE				
GOALS				
OBJECTIVES				
-Tied to goals				
-Clearly stated				
-At least one per agenda item				
FACILITIES				
-Rooms: Reception/lunch				
-Rooms: Large/small group				
-Coat room				
-Signs to parking/registration				
-Signs to meeting rooms				
-Decorations				
-Maps of and to location				
-Audio/Visual needs				
-Clean-up/trash bags				
FOOD				
-Reception				
-First Break				
-Lunch				
-Second Break				
-Pick-up and delivery				
BUDGET				
-Created				
-Approved				
-Reviewed				
-Published				
THEME (<i>keep it simple!</i>)				
-Statement				
-Artwork/Graphic/Logo				
CURRICULUM				
-Meets objectives				
-Satisfies goals				

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ITEM	ACTION TAKEN			
PROGRAM				
-Meets objectives				
-Includes everyone				
-Written				
-Published				
-On-hand				
AGENDA				
-Set				
-Published				
-On-hand				
-Distributed				
PRESENTERS				
-Chosen				
-Contacted				
-Accepted				
-Assigned host/hostess				
-Signs announcing topic				
-Thank You notes				
PUBLICITY				
-Theme graphic/artwork				
-Promotional flyer				
-Invitations/mailings/posters				
-PA announcements				
-Phone bank				
-Special events				
-Press coverage				

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ITEM	ACTION TAKEN			
REGISTRATION				
-Greeters/hosts/hostesses				
-Registrars				
-Table decorations				
-Sign-up sheets				
-Nametags				
-Packets				
-Music				
HAND-OUTS				
-Slicks made				
-Information gathered				
-Published				
-On-hand				
GIVE-AWAYS				
-Suit the theme				
-In the budget				
-Ordered				
-On-hand				
WRAP-UP				
-Evaluations				
-Thank You notes				
-Celebrations				