

Checklist

Person In Charge
of Task

Event Task

<input type="checkbox"/>		Create an event group that includes all ppl involved with the event and make sure they know what is expected of them at the event. We would like them there a half hour before doors open.
<input type="checkbox"/>		Create an event FB page, a LIVE event page, eventbrite link and add info to website
<input type="checkbox"/>		Create a flyer : bios, links, time of event, location, topics, what will you learn
<input type="checkbox"/>		People to run front desk, making sure they know what they are responsible for: the sign in sheets, decorating the table, cash box, ballot box with ballots , head count, greeting ppl with a fun and cheerful energy
<input type="checkbox"/>		Create flyer with upcoming events and print enough for all guests
<input type="checkbox"/>		People to run smoothie table including person to walk around with smoothies. Make sure these people know that they are responsible for making the shakes at home, bringing little cups, bringing trays.
<input type="checkbox"/>		1 person in charge of product table : set up and take down, product displayed, information, possibly bar and chew samples, product stories, visuals.
<input type="checkbox"/>		1 person in charge of prizes - buy gifts for speakers, cards for speakers or food “baskets” budget will be provided and costs will be reimbursed. Keep Receipts
<input type="checkbox"/>		NMD’s need all contact information for everyone involved with the event
<input type="checkbox"/>		Do we have audio and visual set up? - microphone, wifi, projector, music, clicker, lap top hook ups. Follow up a week before to make sure we are on track with everything.
<input type="checkbox"/>		Caterers- Do we have? do they know vegetarian/vegan, almond milk available, do they know the time we want to start eating.
<input type="checkbox"/>		Hotel Management- Are we in contact with hotel management to make sure everything is being planned properly through the hotel. Ask them about free parking passes, discount on hotel stays
<input type="checkbox"/>		If we are having cash bar is this set up so staff are in place? Also get trail mix for the tables.
<input type="checkbox"/>		Do all speakers have hotel arrangements? Do all speakers have car arrangements? Below checklist fill in their info.
<input type="checkbox"/>		Create an agenda (a couple for each table) and flow agenda (for all involved with the event)
<input type="checkbox"/>		Do speakers all know what they are discussing? Does everyone have the flow agenda?
<input type="checkbox"/>		Call your event into Snapd newspaper
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<div>Speakers Name:..... Cell #..... Hotel..... Date of stays.....</div>		
<div>Speakers Name:..... Cell #..... Hotel..... Date of stays.....</div>		
<div>Speakers Name:..... Cell #..... Hotel..... Date of stays.....</div>		