

**PCRC AACN
Education Program Checklist/Full Day**

Date:	
Speaker:	Speaker Contact Person:
Location:	Location Contact Person:
Food Contact Person:	

Date Begun	Date Completed	Assigned to	Task/Time frame
			<u>(1 year ahead)</u> Schedule day, speaker, location /written confirmation from location and speaker).
			Speaker contract negotiation (done with treasurer)
			Send contract to speaker and obtain confirmation
			Vendor contact
			<u>(4 months ahead)</u> Program flyer development
			Vendor contact
			Flyers to printer
			Mail flyers
			Program syllabus due
			AV needs
			Treasurer involved with checks sent
			Assign registration/PCRC table/Speaker introduction/CEU's
			<u>(1 month ahead)</u> Continue vendor contact
			Organize packets: Agenda/vendor thank you list/evaluation tool—Send to printer
			Confirm break refreshments/lunch/AV needs at location
			<u>(1 week ahead)</u> Confirm number of vendor tables
			Write thank you note to vendors/packet for exhibitor
			Confirm with speaker any last minute details
			Honorarium for speaker (Treasurer)
			Head count for food to caterer
			<u>(Day of event)</u> Welcome vendors and assist them with their setup
			Welcome speaker and assist with AV needs, etc.
			Final payment assurance (with treasurer) for speaker
			Introduce speaker
			CEU's/Collect Evaluations
			<u>(After event)</u> Thank you note to speaker
			Thank you note to vendors
			Follow up with unpaid attendees
			Evaluation follow-up and feedback to speaker

