



Event: _____

AS SOON AS POSSIBLE	WHO'S IN CHARGE?
<input type="checkbox"/> Set Date & Time	
<input type="checkbox"/> Select topics and speakers	
<input type="checkbox"/> Reserve location	
<input type="checkbox"/> Make arrangements to record presentations	
<input type="checkbox"/> Select food vendor & menu	
<input type="checkbox"/> Arrange bathrooms & handwashing station (if needed)	
<input type="checkbox"/> Arrange wagons or other transportation (if needed)	
<p>Agenda</p> <input type="checkbox"/> Write up the Agenda <input type="checkbox"/> Apply for NM Credits in DE & MD <input type="checkbox"/> Apply for CCA Credits <input type="checkbox"/> Apply for Pesticide Credits in DE & MD <input type="checkbox"/> Apply for NRCS Planner CEUs	
<p>Speakers</p> <input type="checkbox"/> Identify & confirm speakers (dates/travel info/agenda) <input type="checkbox"/> Make travel arrangements (if necessary)	
<p>Panel Speakers</p> <input type="checkbox"/> Identify & confirm panel speakers <input type="checkbox"/> Identify moderator for the panel	
1 MONTH – 1 WEEK BEFORE	
<p>Promotion</p> <input type="checkbox"/> Advertise in Delmarva Farmer <input type="checkbox"/> Post on FB & Website <input type="checkbox"/> Post on Weekly Crop Update <input type="checkbox"/> Post on District Website <input type="checkbox"/> Send out to email list <input type="checkbox"/> Send postcards out to list of cover crop participants	
<p>Handouts</p> <input type="checkbox"/> Make up Packets <input type="checkbox"/> Print Evaluation Forms	
<input type="checkbox"/> Gifts for speakers & panelists	
<input type="checkbox"/> Create panel questions, panel goals and expectations and communicate them to panelists	

DAY BEFORE

Food & Drink

- Confirm head count
- Drinks
- Plates, Cups, Silverware
- Condiments
- Coolers & Ice
- Trash Bags

- Reminder to presenters
- Reminder to registrants

Packing List

- Camera
- Sign-in sheets
- Credit sheets
- Air seeder/Contact Sign-Up List
- Packets/Handouts

DAY OF EVENT

- Set up display
- Root boxes
- Post on social media- Facebook, Twitter, Instagram

AFTER EVENT

- Review evaluations
- Press release
- Thank you card/letter for speakers/hosts/panelists
- Date for post-event committee meeting: