

## Check List Items for Meetings & Conferences

Objective: To ensure that basic areas are complete for meetings and conferences.  
It is recommended that District Directors communicate with chairs of meetings and that Governor & Governor-elect communicate with Conference Chairs to ensure these items are completed during the planning.

\_\_\_\_\_ Tech person has all power points/slideshows/websites 14 (preferably) days in advance of meeting/conference

\_\_\_\_\_ Sound and projection "tested" prior to beginning of meeting

\_\_\_\_\_ Confirmation of internet accessibility

\_\_\_\_\_ Laurel society board completed  
\_\_\_\_\_ Person assigned to Board at registration, in sales room (conference), and during lunch

\_\_\_\_\_ If buffet meals, double line set up arranged

\_\_\_\_\_ Veggie/gluten free choice included in menu choices

\_\_\_\_\_ Viewing screens  
\_\_\_\_\_ More than one needed?  
\_\_\_\_\_ Large overhead screen?

\_\_\_\_\_ Microphone set up  
\_\_\_\_\_ second wireless one as needed

\_\_\_\_\_ Podium

\_\_\_\_\_ Speakers (sound available for use)

\_\_\_\_\_ Screen (or blank wall to use as screen) or TV projections

\_\_\_\_\_ Extension Cords

\_\_\_\_\_ Map of hotel floor plan (conference)

\_\_\_\_\_ Table for audio/video equipment

\_\_\_\_\_ Space for raffle baskets/ region merchandise sales

\_\_\_\_\_ Registration Space

\_\_\_\_\_ Sales tables (as needed)

\_\_\_\_\_ Table arrangements, \_\_\_\_\_ round \_\_\_\_\_ long

- \_\_\_\_\_ Table Centerpieces
- \_\_\_\_\_ PR Signs for venue
- \_\_\_\_\_ Strawberries for first time attendees
- \_\_\_\_\_ Timekeeper(s) assigned
- \_\_\_\_\_ Names of presenters
- \_\_\_\_\_ Names of dignitaries
- \_\_\_\_\_ Flags (conference) assigned to Pearls
- \_\_\_\_\_ Gifts for guest speakers/presenters (optional) NAR expense.
- \_\_\_\_\_ Gifts for host chairs (governor)
- \_\_\_\_\_ Laurel Society Donation for Key speakers (conference)
- \_\_\_\_\_ Items for folders sent for printing in advance (this will be determined by person doing printing) of meeting/conference. Preferably 14 days.
- \_\_\_\_\_ Raffle tickets
  - \_\_\_\_\_ different colors for evaluation drawings (4) for Conference and (2) Leadership Seminar and Fall District meetings

Y- yes      N-no      NA-not needed

Name of Meeting/Conference \_\_\_\_\_

Date \_\_\_\_\_

updated 10/10/18