

## General Workshop Planning Schedule

PrgChr	10 months out	Program Chair and Committee meet to prepare schedule for the workshop
PrgChr	9 months out	Program Chair submits budget to Executive Director (no work can be started on a meeting until a budget is received)
MM	9 months out	Create detailed timeline and distribute to Program Chair
PrgChr	8 months out	Final program submitted to Meeting Manager, including the following: <ul style="list-style-type: none"> <li>▪ schedule of activities and lectures, including titles &amp; times</li> <li>▪ faculty address, phone number and e-mail address</li> <li>▪ title for brochure</li> <li>▪ objective for brochure</li> <li>▪ any other info to be included in brochure</li> </ul>
PrgChr	8 months out	Program Chair submits program to Training Chair for DEP application/approval (if applicable)
MM	8 months out	Meeting Manager - site selection: <ul style="list-style-type: none"> <li>▪ confer with Committee to determine desired location &amp; dates, anticipated attendance, room block use, catering requirements, etc.</li> <li>▪ avoid dates conflicting with the Section meetings</li> <li>▪ contact hotels to ascertain availability - put tentative hold on potential sites</li> <li>▪ obtain proposals from hotels/property</li> <li>▪ report back to the Committee w/ recommendation and get final decision</li> <li>▪ review, finalize and sign hotel/property contract</li> </ul>
TrngChr	8 months out	Training Committee submits application to DEP
MM	6 months out	Receive DEP approval & course number
MM	6 months out	Confirmation sent to speaker(s)
MM	6 months out	Enter text into standard workshop brochure format and work with program chair to finalize brochuresend to GraphTech for printing & mailing
MM	5 months out	Submit workshop info to KWQM and post to the PWEA website, the DEP website, etc.; send workshop info to Sections to post on their websites
MM	5 months out	Workshop brochure mails
MM	Ongoing	Meeting Manager receives workshop registrations <ul style="list-style-type: none"> <li>▪ enter registrants into meetingtrak</li> <li>▪ ensure that correct registration fee is paid &amp; check membership status</li> <li>▪ enter payment information into meetingtrak</li> <li>▪ confirmation information e-mailed to registrants</li> </ul>
MM	2 months out	Order supplies and conference signage
MM	1 month out	Function sheets sent to hotel/property; includes room set-up and catering details
PrgChr	2 weeks out	Program Chair identifies on-site coordinator (usually a committee member) & shipping address
MM	1 week out	Guarantee counts for catering given to hotel
MM	1 week out	On-site information printed and/or assembled: <ul style="list-style-type: none"> <li>▪ badges &amp; badge holders</li> <li>▪ invoices (for anyone unpaid)</li> <li>▪ membership applications for non-members</li> <li>▪ evaluations</li> <li>▪ agendas</li> <li>▪ speaker handouts (if applicable)</li> <li>▪ session sign-in sheet</li> <li>▪ attendee certificates</li> <li>▪ speaker certificate of appreciation</li> <li>▪ brochures for upcoming programs</li> <li>▪ signs, sign holders</li> <li>▪ supplies as needed</li> </ul>
MM	1 week out	Print certificates for attendees and speaker
MM	1 week out	On-site information, signs, supplies, etc. shipped to on-site coordinator along with on-site checklist and instructions
On-site Coordin	Workshop Date	Workshop Registration begins <ul style="list-style-type: none"> <li>▪ set up registration table</li> <li>▪ ensure all A/V equipment is in appropriate room(s) at correct time(s)</li> <li>▪ place signs in appropriate locations throughout the conference</li> <li>▪ ensure room(s) set correctly</li> <li>▪ make sure attendees sign in</li> <li>▪ introduce speaker</li> <li>▪ hand out certificates at conclusion of workshop</li> </ul>
On-site Coordin	1-3 days following	Ship final workshop info and leftover supplies back to PWEA (sign-in sheet, evaluations, etc.)
MM	3-5 days following	Send invoices to any remaining unpaid registrants and follow up to ensure payment
MM/ TrngChr	1 week following	Print final registration lists and DEP report; forward to DEP
MM	2 weeks following	Review and pay hotel bill & other bills associated with workshop
MM	1 month following	Financial report finalized and sent to Executive Director and Program Chair