



WORKSHEET: Committee Checklists

FACILITY:

- Confirm date & location for 25 – 100 participants
- Seating
- Table formation
- Set up
- Decorations:

- Clean up:

- Other:

FOOD AND BEVERAGE:

- Caterer booked
- Menu (lunch and two breaks)
- Confirmation of details
- Liaison day of the event
- Other:

MASTER/MISTRESS OF CEREMONIES:

- Contacted
- Confirmed
- Introduction:

- Thanks:

- Other:

MAYOR:

- Contacted
- Confirmed
- Introduction:

- Thanks:

- Other:



CEO HEALTH REGION:

- Contacted
- Confirmed
- Introduction:

- Thanks:

- Other:

SCHOOL BOARD DIRECTOR:

- Contacted
- Confirmed
- Introduction:

- Thanks:

- Other:

PRESENTERS' GIFTS:

- Purchase gifts
- Present to speakers
- Other:

REGISTRATION:

- Invitation list drawn up
- Registration deadline set
- Invitations printed
- Invitation sent (electronically, mail or fax)
- Symposium package printed
- Symposium packages assembled
- Registration package sent
- Follow up with registrants if necessary
- Other:

COMMUNICATIONS:

- Symposium packages – to be completed by provincial office and printed and distributed by host committee
- Other:



POSTER PRESENTATION:

- Distribute call for posters
- Follow up with poster presentations
- Arrangement of posters
- Equipment needs
- Other:

VOLUNTEERS:

- Needs determined
- Contacted
- Confirmed
- Scheduled
- Other:

DECORATIONS:

- Brainstorm ideas
- Purchase/acquire decorations
- Decorate
- Clean up/take down
- Other:

ACTIVITY BREAKS:

- Morning break:
- Lunch break:

- Afternoon break:

- Confirm leaders:

- Ensure all necessary equipment available and on site (CD player etc.)

- Other:

PROMOTION:

- Communications plan completed
- Posters distributed
- PSAs to local media
- Email sent to
- Media contacted and involved
- Newspaper, radio, television, newsletters
- Pre-package information
- Other:



DOOR PRIZES:

- Contact businesses
- Committee members
- Saskatchewan *in motion*
- Collect items
- Arrange draw
- Other:

EVALUATION:

- Compose committee questions
- Submit to Saskatchewan *in motion* (confirm date)
- Other:

FOLLOW UP:

- Forward specific host committee questions you would like to have included in the overall evaluation of the day
- Collect evaluation forms, meet with Saskatchewan *in motion* to talk about next steps for your community
- Distribute follow-up news release outlining results of the day and next steps
- Other:
