



WORKSHEET: Event Timeline

8 WEEKS IN ADVANCE OF SYMPOSIUM:

- Receive host community package
 - Identify committee
 - Set up meeting with provincial office
 - Other:
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4 – 6 WEEKS IN ADVANCE OF SYMPOSIUM:

- Confirm session dates, time and location, and presenter availability
 - Reserve symposium site
 - Prepare target list for recruitment of participants
 - Send out flyers to promote event
 - Meal and refreshment arrangements
 - Manage registration of participants
 - Coordinate equipment needs with presenter and reserve equipment
 - Other:
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2 – 3 WEEKS IN ADVANCE TO SESSION:

- Send reminder about upcoming registration deadline and finalize registration list
 - Collect payment and provide receipts
 - Request promotional material and door prizes
 - Other:
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1 WEEK IN ADVANCE:

- Conduct final wave of promotion (if needed)
 - Assign and recruit someone to introduce presenter at each session
 - Confirm number for meals
 - Other:
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DAY OF SESSION:

- Arrive early to set up room
 - Assign someone to handle on-site registration and check-in
 - Greet participants on arrival
 - Greet media and hand out media kits
 - Introduce presenters
 - Draw for door prizes
 - Activity breaks
 - Relax and enjoy the session!
 - Other:
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FOLLOWING THE SESSION:

- Attend a follow up evaluation for symposiums
 - Provide any follow up documentation to the provincial office
 - Other:
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