

RCHC Event Plan

Meeting:		
Date (s)		
Date Planning		
Check against calendars		
Time (s)		
Site Secured/Contract		
Site Financing		
Room Layout		
Non-Profit Discount		
Email to Attendees		
Reminder Email		
Post to CCV		
Post to www.rchc.net		
Travel Accomodations		
Directions		
Parking		

Attendees:		
Target attendance		
Facilitators & Presenters		
Estimated No. of Attendees		
RSVP Tracking		

Technology:		
A/V equipment		
Microphone		
Projector & cords		
Screen with stand		
Computers		
Internet		
Laptop		
Applications		
Podium		
Power Strip		
Batteries		

Supplies		
Flip chart		
Flip chart stand		
Easel		
Pens-flip chart, white board, ball point		
Table for handouts		
Extended supply list needed?		
Name tags		

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Documents		
Sign in sheet		
Agenda		
Prior Meeting Minutes (post, send, handout)		
Handouts		
Organize presenters' documents for presentation		

Food		
Breakfast menu		
Lunch menu		
Dinner menu		
Snack(s)		
Drinks		
Plasticware, plates, cups, napkins		
Order food		
Food delivery		
Check for vendor/credit card		

Meeting Follow-Up	Email	Post to CCV
Minutes		
Planning for next meeting		
Reimbursments		
Resources		
Books		
PPTs		
Technological Assistance		
Other		

Quality Event	Rate (1-Excellent to 5-Poor)	Notes:
Calm before the storm		
PPTs all in by deadline		
Presenters arrive on time		
A/V equip working perfectly		
Site prepped to specifications requested		
Meals on time and delicious		
Modules fit into time allotments		