

MWEA SEMINAR PLANNING TIMELINES

Committee _____ **Event** _____ **Date** _____

Committee Delegated Responsibilities

Lead time or deadline

<input type="checkbox"/> Determine the target date(s) and location(s)	8 months to one year
<input type="checkbox"/> Contact the office immediately about dates and locations	8 months to one year
<input type="checkbox"/> Work with Training Coordinator, Executive Director and Sec/Tres on budget and pricing	6 to 8 months
<input type="checkbox"/> Prepare the Agenda	approximately 6 months
<input type="checkbox"/> Locate and Schedule Speakers/Presenters and Moderators	approximately 6 months
<input type="checkbox"/> Coordinate sponsor and exhibitor contract with office	approximately 6 months
<input type="checkbox"/> Notify Speakers and Confirm in writing	6 months
<input type="checkbox"/> Get all the necessary info for the brochure to the office	4 months
<input type="checkbox"/> Provide Additional Special Mailing Lists	4 months
<input type="checkbox"/> Send evaluation additions to standard form (if desired)	1 month
<input type="checkbox"/> Get commitments for On-Site Registration Desk Staff	1 to 2 months
<input type="checkbox"/> Coordinate meal selection with office	1 month
<input type="checkbox"/> Evaluate the event and begin planning the next one	within 30 to 60 days
<input type="checkbox"/> Provide presentations to office for placement on website	within 7 to 10 days

Office Administrative Duties include:

Lead time or deadline

<input type="checkbox"/> Procure facility	8 months to one year
<input type="checkbox"/> Sign contract with facility	6 to 8 months
<input type="checkbox"/> Coordinate fee structures	6 to 8 months
<input type="checkbox"/> Apply for CECs from all the Cert Boards	approximately 6 months
<input type="checkbox"/> Develop brochure	4 months
<input type="checkbox"/> Handle printing and mailing brochures	8 to 10 weeks
<input type="checkbox"/> Get event information on Website	8 to 10 weeks
<input type="checkbox"/> Handle registration and questions	on-going
<input type="checkbox"/> Handle arrangements w/facility	on-going
<input type="checkbox"/> Prepare registration materials (including nametags)	one week
<input type="checkbox"/> Prepare Certificates of Completion	2 days
<input type="checkbox"/> Track Continuing Education Credits	ongoing in perpetuity
<input type="checkbox"/> Put available presentations on website	within 1 month
<input type="checkbox"/> Prepare seminar financial statement	within 1 month