

# 'TO-DO' List

## for a Sam Masich seminar



Seminar Name:

When:

Where:

### Pre-seminar

#### • Logistics

Finalize seminar content, dates, contacts, fee, location

Started

Finished

Notes:



Arrange/verify seminar hall



Arrange accommodation for Sam



Arrange transport details with Sam



#### • Promotion

Create/verify contact attendee list: email and phone lists



Create, finalize, print, distribute brochure



Create email announcement & distribute



Create web-page—link to SamMasich.com



Email/telephone previous participants & potential new participants



Announcements in journals, on websites, at related events



#### • Other preparation

Create schedule-of-events for the day: people, places, transport



Define pre-registration & day-of registration procedures: who, how



Maintain workshop accounts & information



Billeting for out-of-towners and recommended rental accommodation



Arrange transportation info (i.e. metro info, location map)



Arrange registration & merchandise & table for event



Prepare waiver/handouts/mailling-list for event



Arrange, snacks, drinks, water etc.



Arrange volunteers to help with the event



### At seminar

Prepare registration, merch, snack tables: Put out DVDs, snacks etc.



Take registration (small bills for change). Give receipts where requested.



Give participants handout materials; reading list, promo material etc.



Remind people re: mailing list, future events



### After seminar & follow-up

Financial summaries / accounting / get cash if necessary



Settle fees & expenses with Sam



Add new names to mailing list



Update inventories (i.e. T-shirts after sales)



Thank-you notes to helpful volunteers



Send-out unresolved receipts/certificates