

Education Workshop Checklist

- **Presenter:**
 - Location of workshop:
 - Reserve room
 - Room set up (determine layout and order tables and chairs)
 - Order food (breaks and lunch)
 - Obtain written contract/letter confirming dates, location, room set-up, etc.
 - Establish registration deadline:

- **Hotel arrangements:**
 - Contact name/Phone number
 - Room rate
 - Determine number of rooms to block off
 - Establish deadline for hotel registration
 - Obtain written contract/letter containing dates, room rates, and number of rooms blocked off
 - List of other suggested hotels in near vicinity (post on SGA website)

- **Publicity:**
 - Develop shortened description of meeting for publicity purposes
 - Ongoing articles to SGA Newsletter/Website
 - Distribute to:
 - SGA listserv
 - SAA Newsletter
 - Regional archival organizations [through newsletter editors]

- **Workshop registration mail-out:**
 - Develop brochure or include information in annual meeting mail out
 - Include map or directions to workshop location
 - Include hotel registration information
 - Design envelope layout
 - Determine number of copies needed (including extras for later)
 - Print registration packets and envelopes
 - Obtain mailing labels (in zip code order) [from Administrative Assistant]
 - Put registration packets together (maintain zip code order)
 - Buy stamps for mail out [send first class]
 - Drop at post office in zip code order

- **Workshop registration:**
 - Process registrations [Administrative Assistant]
 - Letter to registrants
 - Workshop outline
 - Map to workshop location and parking directions
 - Workshop receipt
 - Obtain number of registrants [from Administrative Assistant]
 - Purchase folders and nametags for meeting
 - Design label for folder
 - Design name tags
 - Purchase name tags
 - Duplicate handouts

- Stuff folders
- **Workshop logistics:**
 - Man registration desk at workshop [Administrative Assistant or other]
 - Need bio from speaker for introduction
 - Introduce
 - Monitor workshop
- **Workshop wrap-up:**
 - Tally workshop evaluations
 - Put together list of individuals (forward to SGA President/Education Chairman)
 - Instructor(s)
 - Host institution
 - Mail thank you letters [SGA President/Education Chairman]
 - Put together final files for SGA Archives and send to SGA Archivist