

**Event Name**

**Event Date**

**Location**

**Region**

**Contact Name & Email**

<b>Task</b>	<b>Staff</b>	<b>Timeline</b>	<b>Region Role</b>	<b>Committee</b>
<b>Discuss event date and details with Morgana</b>	Mary Holley Lee		Verify available date with Mary Holley Lee	Events & Experiences Committee
<b>Event Date Approved</b>	Mary Holley Lee			
<b>Certificate of Insurance Needed?</b>	Mary Holley Lee		Determine with venue	Events & Experiences Committee
<b>Planning Form</b>	Mary Holley Lee		Submit Planning Form	Events & Experiences Committee or Communications Committee
<b>Event Created on Website</b>	Kathryn Frost	Please allow 3 days after form submission		
<b>Zoom Link Created (if needed)</b>	Kathryn Frost			
<b>Power Point Created (if needed)</b>	Kathryn Frost			
<b>First Invitation Created and Sent</b>	Kathryn Frost	Please allow 3 days after form submission	Verify invitation details. Draft will be sent before sending out.	Events & Experiences Committee or Communications Committee
<b>Notify Region of Dates planned for invites</b>	Kathryn Frost			
<b>Post Event Information to Facebook Region Group</b>			Post event to region group	Communications
<b>Reminder Invitation</b>	Kathryn Frost	Typically 1/2 way between first and final	Notify of any changes ASAP so changes are included	
<b>Final Invitation</b>	Kathryn Frost	3-7 days prior to event	Notify of any changes ASAP so changes are included	

<b>Post-Event Eval Email Scheduled</b>	Kathryn Frost	15 minutes post-event		
<b>Nametags &amp; Attendee List Created</b>	Kathryn Frost	24 hours pre-event	Digital file	
<b>Nametags &amp; Attendance Sheet Emailed</b>	Kathryn Frost	24 hours pre-event		
<b>Take pictures at event - don't forget a group shot!</b>				Communications
<b>Pictures Posted to Region FB Group</b>		Within 48 hours	Communications post to region Facebook group	Communications
<b>Post-Event Follow-up</b>	Mary Holley Lee	Next business day		Staff & Event Contact Person
<b>Post-Event Follow-up Form</b>	Kathryn Frost	Within 48 hours	Region to complete	Event Contact Person
<b>Attendance Count Received</b>	Kathryn Frost	Within 48 hours	Include in post-event form	Event Contact Person
<b>Reimbursements Requested by Region</b>		Within 48 hours	Include in post-event form	Event Contact Person
<b>Pictures Received</b>		Within 48 hours	Include in post-event form	Event Contact Person
<b>Pictures Posted to Online Photo Album</b>	Kathryn Frost	Within 3 business days		
<b>Speaker Thank-You letters (if applicable)</b>				Events & Experiences Committee or Communications Committee
<b>Expenses Paid</b>	Mary Holley Lee			

## Staff:

- **Mary Holley Lee** - Resource Development and Member Services Manager (mlee@leadershipflorida.org)
- **Kathryn Frost** - Marketing, Communications, and Data Manager (kfrost@leadershipflorida.org)