

Event Name

Event Date

Location

Region

Contact Name & Email

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

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