

Event Name

Event Date

Location

Region

Contact Name & Email

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

Post-Event Eval Email Scheduled	Communications Team	15 minutes post-event		
Nametags & Attendee List Created	Communications Team	24 hours pre-event	Digital file	
Nametags & Attendance Sheet Emailed	Communications Team	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	Morgana	Next business day		Staff & Event Contact Person
Post-Event Follow-up Form	Communications Team	Within 48 hours	Region to complete	Event Contact Person
Attendance Count Received	Communications Team	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	Communications Team	Within 3 business days		
Speaker Thank-You letters (if applicable)				Events & Experiences Committee or Communications Committee
Expenses Paid	Morgana			