PMI-CCVC Meeting Logistics Checklist

Purpose: This checklist is provided to list some of the recurring items that need to be considered for each Monthly or Forum Meeting. This can be used for other PMI-CCVC sanctioned events as applicable.

Responsibility: President/Forum Chair responsible for the oversight of this checklist
- ☐ President/Forum designates and reviews plan with Student Event Coordinator:
- ☐ President/Forum designates Meeting Host <u>if not them</u>:

1. **Six weeks before meeting: Identify Speaker and Host Location (VP Professional Development Responsible)**
- ☐ Speaker Bio Provided (**Programs Director Responsible)**
- ☐ Location Identified and Secured (**Hospitality Director Responsible**)

Meeting Date/Time:		**Location:**
Speaker Name:		**Company:**
Phone #:		**E-mail Address:**
Website:		**Talent Triangle Category:**

2. **Four Weeks before meeting: Marketing Materials Readied (Marketing VP Responsible)**
- ☐ Sponsor(s) Identified / Recognition Planned and Ready **(Sponsorship Director Responsible)**
- ☐ Event Flyer Ready **(Newsletter Director Responsible)**
- ☐ Public Service Annoucements Ready **(Public Affairs Director Responsible**)
- ☐ Social Media Sites Ready Ready **(Social Media Director Responsible**)
- ☐ Website – Registration Page Ready **(Webmaster – Member Services VP Responsible)**
  - Flyer Drafted: Author: Flyer Approved By:
  - Distributed/Posted on Website By:
3. **One Week Prior to Meeting: Day of Meeting Logisitics Planned (SEC Team Lead Responsible to confirm)**
- ☐ Mktg Matls to hand out at mtg identified with plan to have printouts by mtg **(Marketing VP Responsible)**
- ☐ Speaker notified by e-mail to verify meeting logistics understood **(Programs Director Responsible)**
- ☐ Meal Option Planned (**Hospitality Director Responsible**)
  - ☐ Vendor/Caterer:
  - ☐ Current confirmed registrations vs anticipated:
- ☐ Volunteer Team Identified, Communicated to on role and arrival time (**SEC Team Lead Responsible**)
  - ☐ Check-in Table Team: Check-in 1:   Check-in 2:
  - ☐ Set-up Lead/Team: ☐ Clean-up Lead/Team:
  - ☐ Video/Camera Available. Videographer/Photographer assigned:
  - ☐ Food Catering Support Lead/Team: (**Hospitality Director Responsible**)
  - ☐ Computer Audio/Visual Presentation Tech Support: (See back side for considerations)
4. **Day Prior to Meeting (SEC Team Lead Responsible to confirm):**
- ☐ Registration List with Paid/not-Paid listed Ready (**Membership Director-VP Responsible**)
- ☐ Name Tags for all Pre-Registered Guests Ready (**SEC Team Lead Responsible**)
- ☐ Meeting Host has designated Master of Ceremonies who knows Program:
- ☐ Speaker reminded to send PPT to SEC Team Lead or to bring on USB Drive **(Program Director Responsible)**
- ☐ Gift-Card for Presenter and Cash Box/Square for Payments ready **(VP Finance Responsible)**
5. **Day of Meeting (SEC Team Lead Responsible)**
- ☐ Volunteer Team identified arrives 1 hour prior to meeting start time to verify location readiness
- ☐ Speaker's Presentation Loaded on Computer

Audio/Video/Computer Equipment Checklist

- ❑ PMI-CCVC supplied Laptop Computer available and ready
- ❑ Presentation Format Supported
    - ❑ Powerpoint
    - ❑ Keynote
- ❑ A/V Cabling compatible with choice of Laptop (note Macbooks different than Windows PC)
- ❑ Slide Advance/Pointer ready
- ❑ Audio equipment (speaker or microphone) ready
- ❑ Extension Cord ready
- ❑ Still Photo Camera ready
- ❑ Video Camera ready

1. **Day of meeting (VP Member Services and VP Finance Responsible)**
    - ❑ Man the check-in desk
    - ❑ Provide Cash box with change and/or Square for on-site registration payment
    - ❑ Welcome each attendee.
    - ❑ Have attendees sign or initial preprinted sign-in sheet.
    - ❑ If they didn't pre-register, have them write in their name.
    - ❑ Check to see if they owe the fee.
        - ❑ Students are free, unless they registered late, in which case the fee is $5.
        - ❑ All other late registrants who did not pay online owe $20.
    - ❑ Help the attendee find his/her name badge; let them take it.
    - ❑ Collect the sign-in sheet to provide to PDU Reporting Volunteer
    - ❑ Collect monies and return cash to VP of Finance or designate

2. **Day of meeting (Meeting Host responsible)**
    - ❑ Socializing: All chapter volunteers should make a point of speaking with as many of the attendees as possible. Look for opportunities to introduce attendees to each other to help them network.

    Announcements/Announcers/Speaker Introduction People Identified
    - ❑ 1st Announcement/Announcer: _____
    - ❑ 2nd Announcement/Announcer: _____
    - ❑ 3rd Announcement/Announcer: _____
    - ❑ Introduce Speaker:_____