

## Seminar Planning Worksheet

Check	Date prior to Event	Event planning activity and goals
	6 months or more	Contact Continuing Medical Education coordinator if applicable to begin approval process for CME
	6 months or more	Contact Continuing Nursing Education coordinator if applicable to begin approval process for CNE
	6 months or more	Identify need; Contact director of assigned areas, speak to staff, review needs assessment
	6 months or more	Write budget and verify approval for event from Director if applicable
	6 months	Contact Speaker and secure dates
	6 months	Reserve room and set-up with Integrated Svc. Ext. 4400 (get confirmation #) or reserve with education department
	6 months	Secure contract with Speaker
	1 - 2 weeks after contract secured	Obtain check request for booking fee if applicable, confirm receipt of signed contract with speaker
	6 months	Reserve audiovisual equipment as requested; ie laptop, LCD, overhead, slide projector, VCR
	6 months	Notify Education secretary's of event for placement on website and On-Track
	5 months	Plan and confirm content / agenda/audiovisual requests with speaker
	5 months	Begin to develop presentation and handouts
	5 months	Consult with marketing for brochure development; ensure proper statements for CME or CNE
	4 months	Obtain or confirm current address label disk For nursing obtain from Board of Nurse Examiners
	3 months	Applications for CME or CNE approval
	3 months	Confirm travel plans with speaker; make arrangements for travel if applicable
	3 months	Make hotel arrangements for speaker if applicable
	3 months	Brochure from marketing completed
	3 months	Ensure mailing label disk is available; get labels from HR as applicable
	3 months	Mail vendors letter for display table fee
	2 months	Brochure to mailing service with mailing label disk