



Event Planning Checklist

5-6 months before the event

- ❑ Convene a meeting with the appropriate personnel to discuss the logistics of the event and to select a date for your CSD Career Awareness Month activity.
- ❑ Reserve the facilities for the activity.
- ❑ Contact the local state speech-language-hearing association and invite representatives to attend as speakers and/or to provide materials/handouts.

4-5 months before the event

- ❑ Obtain a mailing list of local high school representatives, community college, and undergraduate students.
- ❑ Follow up with your state association contact. Continue to check back until a representative has been identified.

3 - 4 months before the event

- ❑ Register your program as a host site on the Web site. Visit <http://www.nsslha.org/NSSLHA/CSDmonth/CSDHost.htm> to register.
- ❑ Use the media kit provided on the Web site (<http://www.nsslha.org/NSSLHA/CSDmonth/CSDHost.htm>) to promote the event in the local media, through the college or university press, and to local high schools, community colleges, and surrounding college or university programs.
- ❑ Work with the college/university communications department to videotape and/or photograph the event.
- ❑ Arrange staffing and equipment for hearing screenings (if necessary).
- ❑ Arrange luncheon logistics (if necessary).

2-3 months before the event

- ❑ Follow up with college or university representatives, ensuring that all dates are confirmed and use of facilities is confirmed. Update all participants on progress to date and address any new questions/concerns.
- ❑ Rehearse the agenda and day's presentation and identify any potential challenges.
- ❑ Develop an alternate plan should some unforeseen event occur on campus.
- ❑ Arrange videotaped clinic observations (if necessary) or secure permissions to observe clinical sessions.
- ❑ Confirm staffing for hearing screenings. Prepare for the appropriate number of attendees.
- ❑ Send confirmation of registration, an agenda, and logistics to participating schools/students.

1-2 months before the event

- ❑ Receive giveaway items from the national office.
- ❑ Arrange for the state association to forward materials to the local chapters.
- ❑ Confirm video/photography arrangements with the college or university communication department.
- ❑ Check with the facilities office to ensure that driving directions and parking information have been distributed.
- ❑ Assign positions and work responsibilities to local NSSLHA members. Designate a "point" person for each area. Ensure that everyone working at the event understands the role of the "point" person and what to do if there are problems.

Day of the event

- ❑ HAVE FUN!
- ❑ Be sure that there are greeters in the parking area to show students where to go to register.
- ❑ Ensure that all attendees register.
- ❑ Be sure that any local media representatives have an opportunity to interview a student, a high school representative, a college or university official, a state association representative, and a representative from the NSSLHA chapter.
- ❑ Have the students complete the evaluation forms. Do not offer giveaways until the student completes the evaluation form.
- ❑ Confirm that the high school representative(s) or career counselor(s) complete the evaluation form.

2 - 4 weeks after the event

- ❑ Mail the student registration forms, school registration form, and evaluation forms to the National Office.
- ❑ Follow up on any video and photography projects. Send a copy of the video or pictures to the National Office.
- ❑ Send thank you notes to those individuals who helped with the event.