

Hosting a NIGP Course - Seminar Check List

12-9 Months Before Hosting

_____ Conduct a survey of the chapter members educational needs

9-3 Months Before Hosting

_____ Secure a meeting room for the seminar

_____ Submit the NIGP Seminar Request/Logistics Form 60 business days in advance of the seminar start date

_____ Market the seminar to all potential attendees, using targeted emails to members and posting to your Chapter website

30 Days Prior to the Seminar

_____ If you do not receive an email from the Events and Programs Administrator confirming the class, reach out to be sure the class is confirmed at 800-336-6447 ext. 242

2 Weeks Prior

_____ Check seminar facility for room location and set up based on the number of registrants

1 Week Prior

_____ Send the instructor a list of participants. To obtain a list of the names and email addresses, go to events@nigp.org to request

_____ Ensure seminar materials arrive at least 3 days prior to the seminar start date. **Be sure to check the contents of the box!**

_____ Print copies of the instructor's bio and course description for each of the participants

ON THE DAY OF THE SEMINAR

_____ Meet the instructor before the seminar begins (or day prior)

_____ Conduct a room and audio/visual check and have seminar materials in the room prior to the start time

_____ Ensure the participants sign in each day and that their registration form is complete

_____ Make housekeeping announcements: seminar start/end time, breaks, restroom locations, meal options, instructor introductions and remind students about the course completion steps. A handout will be available.

LAST DAY OF THE SEMINAR

_____ Collect daily sign-in sheets and registration forms and any unused textbooks.

AFTER THE SEMINAR

_____ Scan all sign-in sheets and registration forms and email to krobinson@nigp.org and events@nigp.org within 24 hours of class completion

_____ Return all unused textbooks to NIGP within 3 days of class completion. Any printed handouts can be discarded as they are not reused.

Questions??

events@nigp.org

800-336-6447 ext. 242