# 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](mailto: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 [Julia.wegraff@nigp.org](mailto:Julia.wegraff@nigp.org) and [events@nigp.org](mailto: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](mailto:events@nigp.org)
- 800-336-6447 ext. 242