Region Assembly Action Item Checklist

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| **Item No** | **Task** | **Assigned Responsibility** |
| 1 | Select location & speakers (1+ yr. lead time) |  |
| 2 | Save the Date Notice (~9 months lead time) |  |
| 3 | Send Invites & place on website/newsletters |  |
| 4 | Invite Presidential Officers |  |
| 5 | Order Food |  |
| 6 | Prepare luncheon certificates |  |
| 7 | Cut checks – Speaker, PCT, Student Chapters |  |
| 8 | Nametags |  |
| 9 | Registration List |  |
| 10 | Arrival Packet |  |
| 11 | Program Booklet |  |
| 12 | Final Agenda and substitute Topics (if any) |  |
| 13 | Bios for program Booklet |  |
| 14 | Prep for EAB tour |  |
| 15 | Follow up emails & calls to boost attendance | All Governors |
| 16 | Speaker Gifts |  |
| 17 | Attendee Survey |  |
| 18 | Review main room AV and screen set-up; check if we need to bring laptop. |  |
| 19 | Organize thumb drive presentations |  |
|  20 | Provide bios to Moderators  |  |
| 21 | Present Certificates |  |
| 22 | Take pictures |  |
| 23 | Stand up tablets for roundtable sessions |  |
| 24 | Summarize roundtable notes; send out as minutes to participants; post on Region website |  |
| 25 | Check in with Speakers for any special needs |  |
| 26 | Meet with participants for final prep |  |
| 27 | Dinner reservation for Governors & guests  |  |
| 28 | Provide Cell Phone and Lodging Info. Tree |  |
| 29 | Provide Speaker List, for AV access |  |
| 30 | Provide Emcee Podium Script  |  |
| 31 | Provide final instructions to moderators and confirm with session timer keepers |  |