# Educational Workshop Checklist

<table>
<thead>
<tr>
<th>Initial</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● What topic will the workshop be on?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Location of Event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● What Date / What Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Will you be serving food or beverages?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Confirm maximum number of people for registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Decide if this should/can be recorded by NCTV18 and available for future use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Decide on price for members/non-members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Step</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Logos need to be sent to <a href="mailto:marina@nantucketchamber.org">marina@nantucketchamber.org</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Flyer to be made by Chamber and sent to presenters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Facebook page made by Chamber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● The Chamber will work with the presenter to find a space to hold the event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● What technology will the presenter require? Microphone, projector, computer, etc.?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Month Out</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Event will be in E-blast between 1 month to 2 weeks (dependent on information provided by presenter and timeline)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Have Chamber event page setup with registration online</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Weeks Out</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Confirm location, time, caterers, any other information applicable.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Confirm any handouts that need to be printed. All handouts will also be uploaded to the Chamber Member Portal resource tab for members only.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week of</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Included in E-blast of that week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Confirm any technology (microphone, music, speaker, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Presenters to work with Chamber to confirm with the caterer, location, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Confirm if handouts are needed/ needs to be printed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of</th>
<th>Lowest</th>
<th>Middle</th>
<th>Highest</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Have staff available to assist with set-up &amp; check-in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Arrive at the event location early</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>