TLC Education Day Master Checklist

This list provides a brief overview for event planners of what should be completed before the event.



Event Registration

- [ ] Create a master list from Eventbrite: check off when speakers arrive and consent for pictures
  - [ ] Include speaker bios and topics
- [ ] Create Google form for speakers
- [ ] Signage: at all the entrances to direct people, with arrows, indoor and outdoor

Event RSVP and Promotions

- [ ] Eventbrite registration using email
- [ ] Create flyers which will be distributed around the hospital and to clinicians
- [ ] Create a call list: Distribute task amongst members

Parking

- [ ] Provide attenders with directions to Parkwood Hospital's parking lot
- [ ] Hire/volunteer a navigator to ease flow of traffic into the lot

Speaker biographies

- [ ] Provide a (google) form to send to speakers

- [ ] Provide speakers' basic information, photos, and topics they will discuss

Media and Activity set up

- [ ] Access Powerpoints
- [ ] Music (with permits)
- [ ] Create program agenda and Webcast for those who cannot physically attend

Event Suppliers and Food

- [ ] Contact vendors to inquire what foods they can bring
  - [ ] Adjust for any potential allergies by bringing peanut and dairy free options. Also consider gluten-free foods.
- [ ] Consider hiring/volunteering:
  - [ ] A photographer for the event
  - [ ] An A/V equipment group
  - [ ] A catering crew
  - [ ] A set up/take down crew

Master Logistics sheet (distributed to event team)

- [ ] Include:
  - [ ] Vendor contact information
  - [ ] Wi-fi passwords
  - [ ] Detailed schedule of events and 'to do's'

Attendees

- [ ] Distribute 'welcome packages' which include:
  - [ ] Name tags
  - [ ] pens & papet
  - [ ] Wi-fi password
  - [ ] Hospital layout/ directions

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