

# TAG Organizer Checklist

- Make reservations
  - Housing
  - Parking
  - Venue
- Create applications
- Publicize event
- Draft agenda
- Invite speakers
- Create attendee information forms
  - Get paper/digital slides & handouts preference
- Select attendees
- Invite visitors
- Orient speakers
- Arrange for food
  - Dining cards
  - Luncheons
  - Beverages
  - Morning & afternoon snacks
- Confirm reservations
- (Funded organizers) attend NCWIT summit
- Order NCWIT handouts
- Finalize schedule
- Design evaluation forms
- (Funded organizers) attend Tapestry
- Tell attendees what to expect (details)
- Prepare for attendees
  - Print agenda and map
  - Procure name badges
  - Procure name tent cards
  - Print evaluation forms
  - Obtain honorarium checks
  - Provide for Internet
  - Obtain event services extras (room keys, dining cards, parking passes, etc.)
- Send last-minute reminders
- Welcome attendees
  - Be available day before
  - Ensure everyone checks in OK
  - Have them sign a photo release form
  - Distribute name badges, agenda, etc.
- Each day
  - Verify room setup
  - Print speakers' slides & handouts
- Before attendees leave
  - Retrieve keys, dining cards, etc.
  - Fill out evaluation forms
  - Distribute checks
- Update website (links to slides, etc.)
- Distribute 9-month follow-up survey