



Educational Workshop CheckList

Initial	<ul style="list-style-type: none"> ● What topic will the workshop be on? ● Location of Event ● What Date / What Time ● Will you be serving food or beverages? ● Confirm maximum number of people for registration ● Decide if this should/can be recorded by NCTV18 and available for future use ● Decide on price for members/non-members 	
Next Step	<ul style="list-style-type: none"> ● Logos need to be sent to pr@nantucketchamber.org ● Flyer to be made by Chamber and sent to presenters ● Facebook page made by Chamber ● The Chamber will work with the presenter to find a space to hold the event. ● What technology will the presenter require? Microphone, projector, computer, etc.? 	
1 Month Out	<ul style="list-style-type: none"> ● Event will be in E-blast between 1 month to 2 weeks (dependent on information provided by presenter and timeline) ● Have Chamber event page setup with registration online 	
2 Weeks Out	<ul style="list-style-type: none"> ● Confirm location, time, caterers, any other information applicable. ● Confirm any handouts that need to be printed. All handouts will also be uploaded to the Chamber Member Portal resource tab for members only. 	
Week of	<ul style="list-style-type: none"> ● Included in E-blast of that week ● Confirm any technology (microphone, music, speaker, etc.) ● Presenters to work with Chamber to confirm with the caterer, location, etc. ● Confirm if handouts are needed/ needs to be printed 	
Day of	<ul style="list-style-type: none"> ● Have staff available to assist with set-up & check-in ● Arrive at the event location early 	