

## Programs Information Checklist June 2014

Prior to PDE	Action	Reference
3 - 12 months	e-mail bios, updated PDE schedule to webmaster; maintain as needed; e-mail BOD PDE schedule as updated	
3 - 6 months	e-mail location to make sure all in place	
3 - 6 months	order APICS literature, membership apps	
3 - 6 months	stay in contact with speakers	
3 - 6 months	stay in contact with organizations for joint meeting	
3 - 6 months	meet or have another BOD member meet with the contact for any plant tours so all details are worked out	
8 - 4 weeks	e-mail or call speaker scheduled for next PDE to make sure all on schedule and to ask if there are any special requests	
4 weeks	send e-vite and e-mail blast	E-vite/E-mail blast SOP
4 weeks	forward the e-mail blast to the Company Coordinators asking them to share with co-workers	company coordinator list
4 weeks	e-mail president the speaker bio and confirm who will be introducing the speaker and bringing evaluation forms	
4 weeks	order and/or prepare door prizes	
4 weeks	ensure that any special recognition is coordinated either with BOD member responsible and that any certificates, gifts, etc.. are in place	
4 weeks	if joint meeting, e-mail contact to confirm, etc...	
4 weeks	follow up with the person responsible for advertising	
2 weeks	compile list of registered attendees and maintain through deadline of PDE	Program year_ attendance file
2 weeks	make sure thank you note and gift card for speakers are on hand	
2 - 1 week	* create/print receipts for back up * print 15 copies of speaker bios * print 20 copies of PDE schedule	
1 week	e-mail BOD the latest list of attendees	Program year_ attendance file
Friday prior to PDE	e-mail/call PDM Location with final head count & can e-mail to BOD	
1 to 2 days	<b><u>have the following ready:</u></b> * completed attendance PDE sheet for sign in * receipts for backup * PDE schedule * computer projector * Chapter banner * copies of speaker bio * APICS literature for table * blank forms for door prize sign up for those that do not have a business card * door prizes * PDE evaluation forms for backup * thank you card for speaker (s) * gift card for speaker if Phil will not be at meeting * and anything else that BOD or speaker requests	