



Seminar Planning Check List

Seminar Title	Date
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Advance Planning

- Announcement (Timely).
- Location _____
- .
- Adequate parking/restrooms. Map of complex.
- Insurance/liability waiver
- Handouts relative to topic.
- Qualified speaker.
- Name _____.
- Title _____.
- Arrange early access to facility.
- Sponsor _____.
- Refreshments.
- _____
- .
- _____
- .

Day of the Seminar

- Projector, extra bulb.
- PA System

- Handout table
- FAA table cloth
- Handouts - wings/AMT/Acs
- Sign-in sheets
- Name tags, pens.
- SPM Business Cards.
- Spare seminar in case of no-show.
- _____.
- _____.
- _____.
- _____.

After the Seminar

- PTRS
- Thank you letter to speaker or employer.
- Set next date with speaker.
- Set next date for room.
- _____
- .