

Philadelphia SPIN - Network Meeting Checklist

Date

Pre-Meeting Activities	Responsibility	Completed/Comments
n Contact speaker and draft announcement with: n bio n abstract from speaker		
n Publicize meeting		
n Send out Announcement to distribution list		
n Arrange for picture of speaker for newsletter		
n Contact speaker n find out audio-visual requirements n find out if there will be a handout		
n Confirm location arrangements with location contact n chairs for attendees to sit on n audio-visuals n location for refreshments n place to do registration n volunteers to hand out badges		
n Refreshments n Order n Arrange for someone to pick up refreshments		
n Feedback Form n review to see if content needs changing n arrange to have enough copies made		
n Arrange for speaker 'token' gift		
After Cut-off:		
n Find out count from Membership Chair and tell n speaker for handout n location contact for chairs n refreshment coordinator		
n Create badges + attendee list		
Night of Meeting:		
n Welcome speaker when arrives		
n Arrange for someone to introduce speaker		
n Thank everyone for coming and announce next meeting if known		
n Collect feedback forms		
n Collect badge holders		
After Meeting		
n Analyze Feedback results		
n Send thank you letter to speaker		
n Drafts article/SPIN news summarizing speaker talk		
n Upload summary to SPIN Website page		
n Send SPIN newsletter to members		
n Draft article for ASQ newsletter		
n Send TAR (Treasurer Action Request) form to ASQ treasurer to get payment for expenses (food)		