

OLA Workshop Checklist

5-6 months before program:

- _____decide and secure place, date & time
- _____inform OLA Executive Director & CE Committee
- _____set title
- _____select speakers/panelists and secure their participation
- _____determine co-sponsors

4 months before program:

- _____decide on format and agenda
- _____develop evaluation form
- _____develop a flyer in MS Word or Publishers (do not use PDF)
- _____decide about lunch and set up arrangements & cost
- _____make site visit and check
 - Electrical_____
 - Room size_____
 - Internet/computer connections_____
 - Arrangement_____
 - etc._____
- _____8 days before OLA Board monthly meeting, complete and send in electronic format to OLA Executive Director and Certification Specialist at ODL
 - Workshop Request Form_____
 - Planning Form_____
 - Flyer_____
 - Evaluation_____
- _____present to OLA board

1 month before program:

_____reconfirm site & make second visit if necessary

_____contact & reconfirm speakers and arrange for:
travel
pick-up
meals
equipment
remuneration, etc.

_____collate packets (CEU form, handouts, evaluation, agenda, etc.)

_____decide on moderator or presenter from committee/roundtable/division

Day of program:

_____arrange room, get speaker, check supplies, equipment,
temperature, lighting, etc.

_____registration

_____packet

_____pencils, pens, paper

_____name tags

_____clean-up

Flyer Checklist:

_____ 8 ½ x 11 paper size

_____ Title

_____ Sponsored by

_____ Date

_____ Place

_____ Time

_____ Directions to site (written, map or web link)
Be sure not to place on back of registration

_____ CEUs from Certification Specialist at ODL

_____ Target audience

_____ Agenda

_____ Speakers & bios

_____ Registration form

_____ title of workshop

_____ cost

_____ lunch choices

_____ payment methods (Visa, MasterCard, check, PO)

_____ OLA address
300 Hardy, Edmond OK 73013
525-5103 fax
kboies@sbcglobal.net