

Networking in the Field of Social Work

EVENT CHECKLIST

Signs

Create and post signs

- _____ Volunteer _____
- _____ Main sign – how many _____
- _____ Breakout rooms (one for each presentation)
- _____ Registration Table
- _____ Refreshment Table
- _____ Employment Opportunity Table
- _____ Business Cards
- _____ Evaluations and CEC Certificates

Breakout Rooms

- _____ Post signs on doors
- _____ Table in front of room for presenter
- _____ Bottled water on table for presenter
- _____ Paper and pens

Registration Table (foyer)

- _____ Volunteers (2) to sit at the Registration Table
 - 1) _____
 - 2) _____
- _____ Chairs (2)
- _____ Tablecloth
- _____ Plants or flowers
- _____ Registration forms/attendance sheet
- _____ Continuing Education Certificates
- _____ Paper and pens
- _____ Receptacle for business cards

Refreshment Table (foyer)

- _____ Volunteers needed to purchase refreshments and set up the table
 - 1) _____
 - 2) _____
 - 3) _____
- _____ Ice
- _____ Tablecloth
- _____ Food / beverages
 - Type/Amount _____
 - _____
 - _____
 - _____
- _____ Paper products (cups, napkins etc.)

Employment Opportunity Table

- _____ Sign
- _____ Table cloth
- _____ Bulletin Board

Handouts

- _____ Volunteer to do copying _____
- _____ Event Schedule
- _____ Volunteer Forms
- _____ Mentor Forms
 - Description
 - “Interested” Sign-up Sheet
- _____ PhD Brochures
- _____ MSW Brochures

Miscellaneous

- _____ Name tags for presenters and committee
- _____ Business card receptacle
- _____ Bottled water for presenters
- _____ Extra paper and pens
- _____ Tape / Thumb Tacks
- _____ Clip Board