

IIA Albany Chapter - Program Checklist

Speaker(s)			
a. Biography			
Date(s) / Time			
Topic(s)			
Fee/Contract			
Confirming Letter			
Travel			
Lodging			
Manuals / Handouts			
Audio Visual Needs (circle as needed)	<ul style="list-style-type: none"> <input type="checkbox"/> Lectern <input type="checkbox"/> Microphone(s) <input type="checkbox"/> Phone Line(s) <input type="checkbox"/> Flip Charts <input type="checkbox"/> Markers <input type="checkbox"/> Overhead Projector 	<ul style="list-style-type: none"> <input type="checkbox"/> Screen <input type="checkbox"/> TV / VCR <input type="checkbox"/> Computer <input type="checkbox"/> LCD Display <input type="checkbox"/> Other _____ 	
Room Setup / Style (circle)	<ul style="list-style-type: none"> <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Oval 	<ul style="list-style-type: none"> <input type="checkbox"/> Round <input type="checkbox"/> Other _____ 	
Meals			
a. Guaranteed # several days before			
b. Main Meal			
c. Hors d'oeuvres			
d. Refreshments			
e. Breaks			
f. Snacks			
Forms			
a. CPD Certificates			
b. Evaluation Forms			
c. Attendee List			
d. Name Badges			
Speaker Gift(s)			
Set Member / Non-Member Cost **			

* Hotel/Restaurant Arrangements via Kathy Biondo-Palaski @ 436-2875

** Consider ALL expenses.