

This check list is designed for internal committee use to review & plan each forum/event. It is tailored to provide a finer comb of the EAC existing Procedures & Checklist...

A. NC

B. Initial Planning #1

1. A) Purpose & objectives

b) Target audience(s)

1

2

3

2. Delivery method

A) Zoom

B) In person

C) Hybrid

3. Tentative date & time, length of delivery/question & answer

Initial Planning #2

A) Speakers

1

/Who makes invite??? Confirm speakers consents to recording.

2

3

4

Initial Planning #3

In person for ie., at the UH Law School

Secure Venue

Checklist for venue:

A) Location

B) Capacity

C) Cost

D) Parking

E) AV available/hybrid availability

F) Suitability for serving refreshments.

G) Will location lend itself to hybrid delivery

Initial Planning #4

A) Confirm with OP what virtual/zoom address we can use. Recommend EAC create/host own email (we did this under the OEQC successfully)

- B) Request OPSD-ERP staff support of delivery of zoom platform, enable video etc. CONFIRM that this staff is qualified/familiar with logistics, potential tech glitches, etc.

Initial Planning #5

- A) Confirm recording logistics 1) who will record 2) Who will get each speakers permission to record?
- B) Assuming recording is large what are the downloading capabilities, where will it be posted, made available?

Initial Planning #6

- A) Who is lead on this event?
- B) Is the EAC member assisted by an outside of EAC party/persons? Who?/Contact info? How will this collaboration be managed? Who will be the lead in the collaboration?

Initial Planning #7

- A) Budget: Moot point since we have no budgeted funds
- B) Secure funding: If donations are involved make sure the AG representative signs off on appropriateness.

C. Follow Up Planning

- 1. A) Review speakers
- 2) Confirm the subject matter each will cover.

C) Obtain bio of speaker This is key to an appropriate flyer being created TIME SENSITIVE

- D) Forum format includes schedule and timing of each panelist or participant.
- E) Establish if speaker should meet or speak with each other ahead of time? Who will coordinate this? When?
 - 2) Promo materials:
 - A) **FLYER**
 - 1) draft flyer to EAC Chair/AG & OP staff no less than _____ Flyer to include no less than title, presenters, event partners if any, location, date, time, etc. Ideally links to bio's and other presentation materials should be available via the flyer.
 - 3) A) Provide flyers to DBEDT PIO no less than 3 weeks prior to forum, OPSD-ERP and any event presenters/partners.
 - B) Post info on the Environmental Notice (*this is challenging to time properly*) obtain schedule of notice to underly all of this process. Must be 10 calendar days prior to publication (*currently Tom is point person for OPSD ERP email*)
 - C) Press release: Who will craft? _____
 - D) personal contacts of each EAC members
 - 4) Confirm any arrangements for video recording and internet posting CONFIRM ZOOM IS BEING RECORDED. HAVE AN ASSIGNED POINT PERSON TO VERIFY THIS FACT!
 - 5) Establish and test links for online pre-registration

- A) Will it be a webinar style zoom?
- B) Or a regular interactive zoom?

D) Prior to event

1. Whomever was originally designated in #6A to confirm venue and extraneous “tools” such a podiums, AV.
2. Confirm presenters and what AV or electronic tools they may need/require?
3. Verify event technical support and any back up support arrangements
4. Coordinate and finalize introductions”
 - a) who will introduce each speaker?
 - b) thank you, arrangements, for each speaker?
5. Food and/or refreshments?
6. Forum sign in sheet at in person forums. Craft a chat tool for virtual persons to register so we can capture attendees and communicate in future so need all emails.
 - b) any flyers or support materials that speakers want passed out at forum or posted in share screen

E) Day before event (last business day prior to event

1. **Reconfirm ALL of section D above**

F. Day of Event

1. Arrive at least ___ minutes prior to event to double check venue & AV equipment.
Double check table/chairs arrangements to compliment forum. *Have sufficient personal power to do this if required.*
Arrange food/refreshments (Unrealistic unless state funding increases significantly)
- 3) For virtual/digital events log in 30 minutes log in 30 minutes to allow early entry of presenters. Determine who will allow audience “in” or will it be automatic?
- 4) Greet speakers, guests. If in person have a sign in sheet. If virtual the “chat” arrangement discussed in D #6 prevails.
- 5) Thank you’ s. Be sure to inall.de any and all
 - A.
 - B.
 - C.

G. Following the Event

1. Who will send thank you notes/gifts. (*Funding sensitive*)

- a. Rather than just a note we may consider a **“Certificate of Appreciation /Participation”**
 - b. Gifts? Who will obtain/send?
2. Coordinate editing of video recording?
 - a. post on appropriate websites
 - b. publicize availability in Environmental Notice
3. conduct post-event evaluation
 - a. this should be a “reverse” checklist of all the above performed by I&O prior to the next EAC full council meeting.

Additional random questions:

1. Photographer(s) *Funding dependent*
2. Financial Sponsors for event
3. Financial sponsors for thank you gifts.
4. TBD