

AMEDF SEMINAR PLANNING CHECKLIST
College Planning Coordinators, LLC.

Please follow this checklist to organize and implement a ***“Everything You Need to Better Prepare for College”*** seminar:

WEEK 7:

- Organize instructor commitments for seminar based upon expected attendance for the 2-hour seminar and follow-up individual conferences (session 2)
- Obtain mailing list from participating schools or from list company (verify requirement for purchase due to age sensitivity)
- Determine suitable seminar location(s) within 20-25 minute driving distance of mail coverage geographically
- Check calendar dates for national, regional, and local events/conflicts and determine date

WEEK 6:

- Confirm location for seminar and necessary equipment
 - Computer projection and screen
 - Audio amplification and microphone (lapel preferred)
 - Lighting and presenter's table
- Organize mailing list for proper printing and addressing (to be addressed to parents)
 - High school classes identified (if Spring then Freshman, Sophomore, Junior; if Fall then Freshman, Sophomore, Juniors, and Seniors)
 - Confirm zip-code counts for 3 & 5-digit bundling (100+ pieces)
- Prepare and proof draft invitation and submit to printer with list
- Confirm postage account has sufficient postage for mailing
- Prepare reservation service to take incoming reservations
 - Voicemail for 24 hour coverage
 - Use of local or toll-free determined

WEEK 5:

- Confirm that printer has list and completed printing and sorting of invitations
- Bring invitations and process at US postal service for immediate delivery
- Confirm reservation service is ready for calls

WEEK 4:

- Confirm all invitation have been delivered
- Order materials from FSA
- Confirm insurance coverage binder

WEEK 3:

- Receive and record reservations
- Match date and zip code of reservations in relations to mailing date and zip codes

WEEK 2:

- Confirm instructors and participation
- Confirm location and equipment
- Order handout packets printing

WEEK 1:

- Contact reservations and begin confirmation of attendance

WEEK 0:

- Prepare handout packets and FSA materials
- Finish confirmations
- Finalize attendance list