

## OFFICE FORUM (CEU) TASKS: WEEK-BY-WEEK

Task	1	2	3	4	5	6	EVENT	8
Research preferences for date, time, and location. Consider local events/conflicts and possibility of hosting event at a professional chapter meeting for architects or designers.	X							
Determine course and speaker choices on brandworks site. Download speaker bio. Contact local A&D market manager or sales rep for additional assistance.		X						
Contact speaker for availability. Book speaker and provide hotel information.		X						
Select invitation and format on brandworks. Contact brandworks to place order.		X						
Update mailing list and email to brandworks		X						
Speaker makes travel arrangements.			X					
Line up local sponsors and volunteers for space/food/beverages/hospitality (if applicable)			X					
brandworks drafts invitation for your review			X					
Finalize location and all audio/visual requirements for speaker. Establish team roles and timelines.			X					
Finalize and order invitations, including optional thank-you eblast			X					
Download press release document				X				
Email press release to IIDA, ASID, AIA, or IFMA reps to advertise locally. Provide where the session is being held, time, date, course title, and course number				X				
Invitations are mailed or emailed.					X			
Confirm travel arrangements with speaker. Obtain cell number. Arrange for airport transportation. Assign someone to host speaker for dinner.					X			
Record RSVP names and call firms who have not responded to increase attendance						X		
Order supplies, folders for paperwork, and catering.						X		
Review final coordination of catering, A/V rental or needs, etc.						X		
Assign tasks for event: man registration table, attend to speaker needs, introduction of speaker, caterer contact person, welcome guests, bartender, etc.						X		
Prepare folders (CEU forms, presentation handouts, white papers, pens, pads, etc.) <i>If the ASID, AIA, or IIDA chapter hosts the seminar a coordinator will collect the forms and checks and mail them in to NCIDQ.</i>						X		
Test audio/visual equipment. Place folder or handouts on chairs. Conduct a successful event. Distribute certificates <b>after</b> surveys are turned in at registration table.							X	
Return CEU forms to corporate CEU administrator per instructions; follow-up in one week to determine if forms were received at corporate.								X
Send eblast "Thank-You" (optional)								X