



## **RECOMMENDATIONS FOR PLANNING WORKSHOPS OR SEMINARS**

The purpose of this document is to provide a list of activities to consider when conducting a seminar or event. It is recommended that the committee begin planning about six months prior to the event.

### **6 Months Prior to Event**

- Determine objectives and budget
- Decide on subject/topic and speakers
- Estimate number of attendees
- Decide on approximate date

### **5 Months Prior to Event**

- Perform inspections of the sites under consideration
- Select the site/facility for the event
- Finalize date of event
- Start contract negotiations with the facility

### **4 Months Prior to Event**

- Develop announcements to publicize the event
- Submit announcements to communications committee and website to publicize
- Finalize contract with facility
- Finalize agenda
- Finalize speakers
- Submit information to State to obtain continuing education units
- Finalize menus if there will be a choice for attendees
- Develop registration form

### **3 Months Prior to Event**

- Finalize and distribute announcements
- Finalize registration form
- Open registration for attendees

### **1 Month Prior to Event**

- Write final event specifications (menu, room arrangement, etc) for facility
- Obtain biographical information to introduce speakers

### **2 Weeks Prior to Event**

- Close advance registration
- Provide preliminary number of attendees to facility

## **1 Week Prior to Event**

Close registration

Provide final number of attendees to facility

RMSAWWA's paid staff can be utilized to assist in the planning of an event. If the planning committee would like assistance, a request must be submitted to the RMSAWWA Secretary/Treasurer for approval prior to starting. Paid staff can assist with the following activities:

- Meeting facility selection
- Contract negotiation with facility/site
- Registration of attendees

It is recommended that member/non-member pricing be considered for any RMSAWWA training or event. The intent is to offer a discounted price for member attendance to any event in order to encourage membership and to convey the benefit of membership to attendees. A member discount of 15-25% is recommended depending on the cost of the event. Anyone seeking assistance in pricing structure is encouraged to contact the Joint Education Council for guidance. Member/non-member pricing consideration for any event is encouraged but is voluntary.