



Children, Young People and Families

A specialist section of College of Occupational Therapy



Study Day Preparation Checklist

Event Organiser(s):	Support to organiser(s):
Date:	Venue:
Event Title:	

JOB	PERSON TO DO	TASK COMPLETED BY / WHEN
Ahead of the time		
1. <u>Design Program and Flyer:</u> Include title of course, course objectives, date, venue, brief description, contact name / telephone no and closing date for applications		
2. Book <u>venue</u>		
3. Book/invite <u>speakers</u>		
4. <u>Speakers contract</u> forms sent out (available from SS-CYPF website - form B), along with program for the day and map of venue		
5. <u>Advertise</u> the event <u>at least</u> 3 months in advance. Send event info to SS-CYPF NEC regional rep. to advertise.		
6. Use Specialist Section Study Day <u>Application form</u> (available from Specialist Section website) Payment must be in form of a cheque and paid in advance of event		
7. <u>Invoicing</u> is difficult and timely but if requested, use Specialist Section profoma (available from Specialist Section website)		
8. Send letter of <u>acceptance</u> to applicants, including program outline (<i>even if just provisional</i>) and map of venue once payment is received		
9. Book <u>visual Aids</u> / Equipment for speakers		
10. Arrange <u>refreshments</u> /lunch if applicable		
11. <u>Name badges</u>		
12. Obtain patient <u>consent</u> when patients used during training		
Few days Prior to Event		
13. Ensure <u>speakers contacts</u> have been		

returned.		
14. <u>Print Hand outs, evaluation forms</u> (available from Specialist Section website) and <u>certificate of attendance</u> (available from website)		
On the day		
15. <u>Sign posting</u> to venue		
16. Who is managing <u>registration</u> , name badges etc		
17. Agree who's <u>introducing the speaker(s)</u>		
18. <u>Housekeeping</u> ie fire procedures, toilets, refreshments etc		
19. Give out and collect <u>evaluation forms</u>		
20. Give out <u>certificates of attendance</u>		
Following the study day		
21. Allocate a person to <u>summarise evaluation</u> forms following the event		
22. <u>Thank you letter(s)</u> to speaker and facilitators		
23. Write up of event for <u>Specialist Section</u> <u>Journal</u>		
24. <u>Financial report</u> summarising loss/ profit/ break even to Specialist Section Treasurer (proforma and details available from Specialist Section website)		
25. Post <u>Speaker Payment</u> form to Specialist Section NEC Treasurer		
26. <u>Invoice and receipts</u> when applicable		