

# HFA PARTNER PROGRAM MEETING CHECKLIST

## Logistics

- Purpose/Event Topic
- Date
- Time
- Location
- Transportation
- Childcare
  - Parental consent
- Time management
- Release forms
- Payment Schedule
- Cancellation Policy

## Venue

- Cost
- Size
- Handicap accessible
- Location
- Staff availability
- Security
- Parking

## Food and Drink

- Budget
- Amount
- Consider
  - Allergies
  - Vegetarians
  - Gluten Free
  - Healthy Options

## Speaker(s)

- Research
  - Who?
  - Cost?
  - Testimonials
- Set clear expectations
- Meet/Talk with speaker
- Speaker in line with event/topic of meeting

## Audio Visual and Technology

- Computer access
- Microphone
- LCD/overhead projector/screen
- Wi-Fi/reliable internet
- Sound

## Marketing/Communications

- Email(s)
- Save The Date
- Snail Mail
- Treatment Centers
- Flyers
- Social Media
  - Event Page
- Newsletter

## Evaluations

- Create/Request from HFA
- Report to funders
- Plan future events