

# HFA Partner Programming: How it Works

## PLANNING TIMELINE

### One Year - Six Months Prior to Event

- Define Event
- Schedule event
- Reserve Facility
- Inquire about access
- Inquire about equipment
- Computer/Projector/Screen
- Flip chart easel
- Create Invitations

### Five Months Prior to Event

- Schedule Speakers
- Payment
- Special Requests
- Contract arrangements/payment arrangements
- Confirm Schedule of Events
- Sign contract for Facility
- Sign contract for Speaker

### Four Months Prior to Event

- Order Materials
- Request materials from HFA
- Invites/Letters to Participants
- Make catering arrangements

### Three Months Prior to Event

- Contact Speaker
- Market your event

### Two Months Prior to Event

- Reserve Equipment (projector/screen) if necessary
- Order additional materials from HFA

### One Month Prior to Event

- Event reminder to participants
- Market your event!

### Two Weeks Prior to Event

- Confirm speaker (travel arrangements, arrival time, etc.)
- Contact catering with numbers
- Market your event

### One Week Prior to Event

- Confirm attendee #s
- Confirm speaker (including travel arrival/departure)

### Two Days Prior to Event

- Pick up equipment
- Test equipment
- Make copies of enrollment and evaluations

### The Day of the Event

- Set room
- Test technology
- Welcome speaker/participants
- Facilitate as necessary
- Distribute and collect enrollment and session evaluations

### Week After the Event

- Thank funders and volunteers
- Analyze evaluations
- Write report
- Consider how to use evaluation data to plan future events

### Additional notes to be added/considered:

- Funder acknowledgment
- sign at event
- coach program coordinators (set expectations in agreement)

HFA's xxx program, presented in partnership with BDAI. This program is brought to you by XHYZ.