

# Program Coordinators Check List

## 60 days in advance:

- Check with location Coordinator, David Pless, for meeting place at [dpless@newrivertv.com](mailto:dpless@newrivertv.com)
- Select meeting's principal presenter for program
- Discuss details with Location Host: times, furniture, AV equipment available, parking
- Follow-up letter or e-mail to presenter and host, with specifics  
Determine which of the three following choices (or none) will be included in the meeting:
  - Vendor Showcase: Vendor provides food and beverages for 30 or more people (or pays MPFI \$85 for food)
  - or Tech Track (usually an MPFI member)
  - Bonus Track
- Follow-up letter or e-mail, with specifics to vendor, tech track presenter

## 30 days in advance:

- Meeting Announcement to website: Who, what, when and where and map for both write-ups [info@mediaprofessionals.org](mailto:info@mediaprofessionals.org)
- and Betsy Bugeja [info@digitalmediacreations.tv](mailto:info@digitalmediacreations.tv)
- Short write-up (includes program, vendor/tech/bonus track, directions) for mailed postcards to Steve Brown at [steve@1020tv.com](mailto:steve@1020tv.com)
- Support Equipment
- Podium, from MPFI

### CHECK HOST FIRST for:

- PA system
- Other Presentation Equipment: Computer? Monitor?
- Video Projector and or Screen

If unavailable from location host, Silver Image Interactive can provide Video projector (pro-rate bulb at \$5 per meeting), screen

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## C. Day of the Meeting:

- Foods either provided by Location Host, Showcase Vendor @ \$100/per meeting or MPFI( limit to \$100).
- If MPFI provides refreshments (Cathy Straka presently handling [cstraka@tampabay.rr.com](mailto:cstraka@tampabay.rr.com) or another appointed member for that specific meeting, or the meeting coordinator), then these items are required for around 45 people:
  - Sandwiches or other light dinner items  
(for example, 3 Publix Ring Leaders)
  - Drinks: soda (reg. & diet), water, Ice & cooler
  - Cookies or other convenient dessert items, chips
  - Plates, cups, napkins etc
- Door Prizes: books, t-shirts, caps, tapes, etc. Check with Cathy Straka to see what is available for give-a-ways if location host, presenter, vendor, etc. do not have any
- Meeting Signs, brought by meeting coordinator

## D. After the Meeting:

- All Board Members stay to clean up!**
- Thank you notes (letter or e-mail) should be sent to the location host, presenter(s), etc.
- Copies of thank you letters sent to [info@mediaprofessionals.org](mailto:info@mediaprofessionals.org)

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## Additional Responsibilities:

- Meeting coordinator **MUST BE PRESENT** at location the night of the meeting no later than 5:30 PM
- Meeting coordinator will set up location signs  
**MUST BE DISPLAYED no later than 5:30 PM**
- Sign-in Table must be set up and occupied no later than 5:45 PM ( All items including membership forms, sign in sheets for member and guests, MPFI business cards, pens, name tags, and change envelope must be in supply box)
- Survey sheets must be brought to each meeting
- **All Board Members stay to clean up!**