



CHAPTER SEMINAR CHECKLIST

The following checklist may be helpful when planning and executing your chapter seminar.

Scheduling Your Seminar

- _____ Select a date and seminar topic.
- _____ Contact SIOR HQ to discuss possible instructors.
- _____ After SIOR HQ confirms instructor, topic and date, sign and return letter of agreement.
- _____ Determine seminar budget and registration fees.

Promoting Your Seminar

- _____ Develop a marketing plan (email, announcement at chapter meeting, posting on local board and association websites, posting on chapter website, etc.)
- _____ Obtain topic description and instructor bio from SIOR HQ. If needed, ask for a flyer template.

Executing Your Seminar

- _____ Confirm instructor A/V needs and room set requirements.
- _____ Duplicate and distribute student materials and evaluation forms.
- _____ If CE credit is provided, ensure that students complete any necessary forms and sign rosters.

Seminar Follow-Up

- _____ Collect instructor expense reimbursement. Process and include instructor honorarium.
- _____ Submit SIOR Foundation Chapter Program Matching Grant Request
- _____ If seminar is part of a recruitment event, submit chapter stimulus worksheet to SIOR HQ.
- _____ Return all evaluations and CE forms/rosters to SIOR HQ staff.