

8/12/2021

TC ARMA Planning Committee Checklist

This checklist is necessary to provide complete documentation and information used to schedule video and in-person conferences. It is also necessary for posting information on the website, placing an announcement in the newsletter, and for creating a registration window in Eventbrite.

BlueJeans Meeting Schedule Request:

- Schedule Requester & Email address (this is one of the Planning Committee members):
- Meeting Title:
- **Short** Speaker BIO & Topic Description:
- Date:
- Start time:
- End Time:
- Speaker email address: This is required so that a link to the meeting and facilitator code can be sent to them.

Planning Committee Facilitator is responsible for communicating any special requirements and communications to speaker, e.g. timing, permission to record, etc.

BlueJeans Practice Time

- Date:
- Start time:
- End time:
- Attendee email addresses for invite
- Any special requirements/needs:

Website

- Meeting Title:
- **Short** Speaker BIO & Topic Description:
- Date:
- Start time:
- End Time:

Planning Committee Facilitator must receive permission (preferably written in an email) to post a picture of the speaker on the website. Facilitator should preserve the approval in their records.

EventBrite

- Meeting Title:
- **Short** Speaker BIO & Topic Description:
- Meeting Location (BlueJeans Webinar or In-Person):
- Date:
- AGENDA:
 - Start time (Registration):
 - Start time (Lunch &/or Announcements):

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- Start time (Presentation):
 - End Time:
- Cost: ****Must specifically list.** Please note if different than Pricing Structure detailed below.
- Questions to ask during Registration (Check all that apply):
 - First Name
 - Last Name
 - Email Address
 - Company Name
 - Do you belong to an ARMA Chapter?
 - Special dietary requirements?
 - Other – Please detail.

Pricing Structure (Webinar):

MEMBER: \$Free

NON-MEMBER: \$10

Pricing Structure (In-Person):

MEMBER:

Early Bird = \$30

Regular = \$35

NON-MEMBER:

Early Bird = \$50

Regular = \$55

Registration Closes as follows:

Early Bird = One Week before the meeting on Monday at 5:00 p.m.

Regular = Day before the meeting at 11:30 a.m.

Forms and Documentation

- [Speaker Form \(Fillable\)](#)
- [DAV Template](#) (for reimbursement of expenses)