

# GREEN DOG UNIVERSITY — CE EVENT CHECKLIST

Event Title: \_\_\_\_\_

Date(s): \_\_\_\_\_

CE Credits: \_\_\_\_\_ (RACE / VMB / Partner)

| Responsibility / Task  | Primary | Backup |
|--|---------|--------|
| <b>PRE-EVENT ADMIN</b>   |         |        |
| CE syllabus, objectives, and paperwork finalized                     |         |        |
| RACE or VMB application submitted ( $\geq$ 45–60 days in advance)    |         |        |
| Course agenda & timed itinerary approved by lecturer                 |         |        |
| Speaker credentials (CV, licenses, biography) collected              |         |        |
| CE approval number received and filed                                |         |        |
| Attendee registration live and functioning (Eventbrite / Form)       |         |        |
| Automated confirmation emails tested                                 |         |        |
| Attendee sign-in sheets and certificate templates prepared           |         |        |
| Welcome packet created (parking map, area guide, contact info)       |         |        |
| Marketing launch complete (flyer, email, web calendar, social posts) |         |        |
| Pre-event social post and RSVP reminder sent (48 hrs before event)   |         |        |
| Vendor/sponsor partnerships confirmed (logos, payments, food if any) |         |        |
| Speaker travel, lodging, and transport confirmed                     |         |        |
| Equipment or special lecturer requests fulfilled                     |         |        |
| Parking plan finalized; directional signage printed                  |         |        |
| RACE approval signage printed for display onsite                     |         |        |
| CE materials archived in shared drive (retain 4 yrs)                 |         |        |
| <b>AV / TECH &amp; ROOM SETUP</b>                                    |         |        |
| Presenting laptop/computer ready and tested                          |         |        |
| Microphone, speakers, and clicker operational                        |         |        |
| Display screen or projector functioning properly                     |         |        |
| HDMI / USB-C / VGA adapters available                                |         |        |
| Test deck loaded and screen share verified                           |         |        |
| Extension cords, surge protectors, and backup batteries ready        |         |        |
| Room layout set for attendees (desks/chairs confirmed)               |         |        |

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| Registration desk set (sign-in sheets, name tags, pens, Sharpies)      |  |  |
| Directional signage posted (Lobby → Lecture → Lab → Restrooms)         |  |  |
| Lighting and temperature adjusted for comfort                          |  |  |
| Photography/video camera tested for content capture                    |  |  |
| Event signage and branding in place (CE logos, arrows, welcome poster) |  |  |
| <b>ATTENDEE MATERIALS</b>  |  |  |
| Lecture notes printed and collated                                     |  |  |
| Branded goody bags assembled (notebook, pen, water, mints, etc.)       |  |  |
| Event program printed (agenda, speaker bio, CE info, contact sheet)    |  |  |
| Marketing flyers for future CE events displayed                        |  |  |
| Student/externship opportunity signage posted                          |  |  |
| Desk/table branding materials set (table tents, logo sheets)           |  |  |
| Feedback forms printed or QR survey prepared                           |  |  |
| <b>LAB SETUP (HANDS-ON SESSIONS)</b>                                   |  |  |
| Instructor demonstration station prepared                              |  |  |
| Demo specimen/model/cadaver ready and stored properly                  |  |  |
| Macro-lens camera → TV/monitor tested                                  |  |  |
| Suction, air, and lighting confirmed operational                       |  |  |
| Biohazard & sharps containers placed and labeled                       |  |  |
| Adequate disinfectant and surface cleaner stocked                      |  |  |
| Tables arranged and covered for each attendee                          |  |  |
| Complete instrument kits per attendee checked                          |  |  |
| PPE stocked (masks, caps, gloves, gowns)                               |  |  |
| Cadaver heads/models available if applicable                           |  |  |
| Sutures, gauze, burs, distilled water stocked                          |  |  |
| Instrument sterilization flow mapped (pre-clean → pack → autoclave)    |  |  |
| Waste & sharps disposal plan reviewed                                  |  |  |
| Lab signage for safety and PPE posted                                  |  |  |
| <b>FOOD &amp; REFRESHMENTS</b>   |  |  |
| Dietary restrictions gathered from attendees                           |  |  |
| Coffee, cold brew, and kombucha stocked/tested                         |  |  |
| Breakfast items ready before start                                     |  |  |
| Lunch order confirmed ≥ 24 hours prior                                 |  |  |
| Lunch delivery or pickup scheduled and timed                           |  |  |

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| Trash bins and cleanup plan arranged                                    |  |  |
| Farewell dinner or happy-hour location confirmed ( $\geq$ 48 hrs prior) |  |  |
| Attendee count confirmed and transport planned                          |  |  |
| Payment method for meals confirmed                                      |  |  |
| Post-meal cleanup plan completed  |  |  |
| <b>EVENT DAY OPERATIONS</b>   |  |  |
| Staff briefed on day-of flow and assignments                            |  |  |
| Welcome desk open 30 minutes before start                               |  |  |
| Attendee check-in active and running smoothly                           |  |  |
| Speaker arrival and setup confirmed                                     |  |  |
| Attendance tracked for CE credit compliance                             |  |  |
| Photographer capturing lecture, lab, and group photos                   |  |  |
| AV support monitoring slides and sound during lecture                   |  |  |
| Lab runners maintaining PPE, instruments, sterilization flow            |  |  |
| Hospitality area replenished during breaks                              |  |  |
| Directional signage visible throughout venue                            |  |  |
| Midday schedule check (timing, food, supplies)                          |  |  |
| Safety walkthrough performed (lab + lecture areas)                      |  |  |
| End-of-day cleanup checklist completed                                  |  |  |
| <b>POST-EVENT CLOSEOUT</b>  |  |  |
| Attendance verified and logged  |  |  |
| Certificates issued or emailed  |  |  |
| CE records archived (min 4 yrs)   |  |  |
| Speaker thank-you sent; honorarium processed                            |  |  |
| Photo/video selects uploaded to shared folder                           |  |  |
| Recap post created for social media & website                           |  |  |
| Post-event thank-you email with photo link sent                         |  |  |
| Feedback survey distributed   |  |  |
| Feedback reviewed and key insights logged                               |  |  |
| Internal debrief held (what worked / what to improve)                   |  |  |
| Supplies inventoried & restocked  |  |  |
| Waste & sharps disposed per protocol                                    |  |  |
| Event added to CE Historical Log  |  |  |
| Recap + assets added to CE web page                                     |  |  |
| <b>MARKETING &amp; CONTINUITY FOLLOW-UP</b>                             |  |  |
| Photos shared with Marketing Team                                       |  |  |
| Quotes/testimonials pulled from feedback forms                          |  |  |

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| Upcoming CE events promoted in recap                        |  |  |
| Media recap posted to Slack / Green Dog University channels |  |  |
| Metrics logged (attendees, CE credits, total hours taught)  |  |  |
| Files backed up (slides, certificates, agenda, approvals)   |  |  |