

# GREEN DOG UNIVERSITY — CE EVENT CHECKLIST

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

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

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

Responsibility / Task	Primary	Backup
<b><u>PRE-EVENT ADMIN</u></b>		
CE syllabus, objectives, and paperwork finalized		
RACE or VMB application submitted (≥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><u>AV / TECH &amp; ROOM SETUP</u></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)		

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		

Trash bins and cleanup plan arranged		
Farewell dinner or happy-hour location confirmed (≥ 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		

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)		