Exit Report - Template

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| Name | Kate Eisen |
| Contact email: | Kate.eisen@gmail.com |
| Task/Role | Packet Team (putting together registration packets) |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: |

-As a committee we determined what items would go in the folders, and then we made or bought those items and brought them to two meetings when we assembled everything.

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| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget. |

-I did not realize before we started getting the packet made that it is a very time consuming project. It seems easy to print out some files, put them in folders, make nametags, etc, but each of these tasks takes two people a couple of hours and the work really piles up. Jenn and I made all the packets (from start to finish) in the three days leading up to the conference, but I did not get any work done on my research during that time. I was only working on conference tasks.

-As hard as you try to be careful and as many times as you double-check things, when you are making multiple items (name stickers for folders, name tags, receipts) for over a hundred people, you are going to make some mistakes. Have extras of everything ready and easy to find during the conference. That way if you spell someone’s name wrong or forget to give them a receipt, you can fill out new versions right then.

-Definitely plan on making ~10 blank conference packets, for people who register on site or lose something.

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| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice? |

-For all of the printing (except name tags and name labels for the folders, which we printed ourselves, as described below) and all of the items in the registration packets (the folders, the sticker labels, the name tags, the drink tickets), we went to Staples.

-I really recommend using Avery printable name tags and stickers. You can get templates online (or they’re often already available in Word), and then use mail merge to create personalized documents. We used this to make the name tags, registration receipts, the talk/poster scoring sheets, and the stickers for the folders. This really didn’t take too long so I think it’s worthwhile to learn how to use mail merges to make this process easier.

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| What worked? | List the things that made your task easier, or resulted in it being a success. |

-Having everything to go in the packets ready 1 week before the conference made it really easy for us to assemble everything in time. I think this really shouldn’t be too stressful in the last week before the conference if you are strict about when you submit your printing order and then you use mail merge to make the personalized documents ahead of time.

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| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again. |

-I think everything worked well for us. Just make sure when you’re putting things together that things stay in alphabetical order and that you keep track of which ones have gotten each of the components.

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| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early. |

-Well in advance of the conference, we came up with a list of what would go in each packet: folder with personalized sticker, name tag, 4 drink tickets, registration receipt, short program with campus map, advertising page, OE3C pen, lunch ticket, and a chapters gift card.

-After the conference program was finalized, we printed the short program, the advertising page, the personalized registration receipts, and the personalized talk/poster scoring sheets at Staples. Staples allows you to submit a print order online for pickup at a location you specify, and this can include multiple documents in multiple different formats (e.g., double-sided printing for one document, and single-sided for another). Note that, for best results using online print order submission, all documents should be converted to PDF files before uploading them to Staples’ website. Submitting the print order in person would probably be just as simple, but online submission allows you to get it in at any time of day – just in case you’re running close to your deadline. Also note that Staples guarantees that print orders worth less than $350 total will be ready for pickup within one business day; however, when I submitted our order (which totaled ~$250), they contacted me to inform me that, even though it would cost less than $350, it was a “high-volume order”, and so would require an extra 1-2 days for printing (b/c they had to send it to an external facility rather than do it in-store). This wasn’t a problem for us b/c we’d left ourselves plenty of time, but would be good to keep in mind if you’re running on a tight schedule. We also bought drink tickets, folders, printable Avery name tag kits, and printable sticker labels at Staples.

-We first met about 1 week before the conference to assemble all of the packets. Everyone on the committee was at that meeting to help, and it took us about 3 hours which included talking for ~45 minutes-1 hour about last minute details/plans.

-We then met the day before the conference to add a few more things to the packets and touch base one last time.

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| Do you have any online accounts or account information to pass along? | Give id and passwords for account you may have used and the next group could take over (Facebook, Twitter, etc.). |

-N/A

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| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable? |

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| Other comments | List any other useful information that the previous questions may not have answered. |