



## Event Check List for a WEFMAX held Thursday - Friday

### Wednesday Morning/Afternoon – CAC Meeting (11:00 am – 2:00 pm)

*\* only one WEFMAX will need to coordinate for a CAC Meeting. The current CAC secretary will work directly with the WEFMAX host coordinator on specific needs.*

- CAC Meeting held in room \_\_\_\_\_
- Provide lunch
- Room set for 15 with table set in a square or rectangle
- AV equipment may be required

### Wednesday Afternoon – MA Staff Meeting (2:00 – 4:00 pm)

- MA Staff meeting held in room \_\_\_\_\_
- Provide water; may require a light snack
- Room set for 15 in a casual setting
- No AV equipment required

### Wednesday Afternoon – Icebreaker Meeting (4:00 – 5:00 pm)

- Icebreaker meeting held in room \_\_\_\_\_
- Provide water
- Room set for 50
- Table set-up - "U" shape or square
- AV equipment may be required
- Host and WEFMAX Committee to plan the agenda

### Wednesday Evening – Icebreaker Social (6:00 – 7:30 pm)

- Icebreaker meeting held in room \_\_\_\_\_
- Provide light appetizers
- Provide cash bar with bartender
- Include a team exercise activity

### Thursday WEFMAX Day 1 (6:00 am for the walk/run | WEFMAX - 7:30 am – 4:30 pm)

- Fun Walk/Run at 6:00 am
- Light breakfast served at 7:30 am in room \_\_\_\_\_
- WEFMAX begins at 8:00 am held in room \_\_\_\_\_
- Room set in half rounds of 5 (based on 60ppl)
- 8' X 8' screen
- Small table to set the LCD on
- 3 – 6' draped tables to be placed in the back of the room
- Microphone – lavalier and 2 portable wireless microphones + podium with mic
- LCD – If the cost to rent is over budget, we would ask the MA to provide (WEF will bring only if the MA is not able to obtain at no cost)

- Laptop – WEF to bring
- Morning Break from 10:00 – 10:15 am
- Lunch from 12:00 – 1:00 pm held in room \_\_\_\_\_
- Afternoon break from 3:00 – 3:15 pm
  - Healthy snack / Refresh beverages
- Wrap Up with Closing comments – Adjourned at 4:30 pm

**Thursday Evening - WEFMAX Social (6:00 – 9:00 pm)**

- Reception held at \_\_\_\_\_
- Event begins at \_\_\_\_\_ pm; ends at \_\_\_\_\_ pm
- Cash bar policy; hire a bartender
- Facility Name/location: \_\_\_\_\_
  - In hotel \_\_\_\_\_ Within walking distance \_\_\_\_\_

**Friday – WEFMAX Day 2 (7:30 am – 12:00 Noon)**

- WEFMAX held in room \_\_\_\_\_
- Room and AV equipment set the same as the Thursday WEFMAX Day 1
- Continental Breakfast at 7:30 am
- Meeting begins at 8:00 am
- Morning Break from 9:30 – 10:00 am
  - Refresh room and replenish beverages only
- Meeting ends at 12:00 pm

**Host Meeting Responsibilities**

- Host to select city and hotel location for WEFMAX
- Host to negotiate with hotel if the rental is over the allowed budget
- Host to provide hotel contract to WEF for review
- Host to sign contract with hotel
- Host to identify location, coordinate, and contract for Wednesday icebreaker and Thursday evening social.
- Host to monitor expenses to stay within the WEF budget based on 60 attendees
- Host to bring LCD for use at WEFMAX if the rental fee is over the allowed budget
- Confirm Host is receiving WEFMAX Weekly and can open registration reports
- Host to send a Welcome Communication to attendees
  - Send welcome email message to attendees (*1 week out from event*)
- Host MA to work with WEFMAX Committee to lead the Wednesday Afternoon icebreaker meeting
  - Provide water
- Host MA to coordinate and manage the walk/run
- Host MA to identify Topic for Host Session (30-minute session)
- Host MA will identify scribes, Mic helpers & Timekeepers for all sessions
- Host MA Event Coordinator will:
  - Schedule a Pre-Con walkthrough with Facility Staff, WEF Staff, and one person from the Host MA (*around noon on Wednesday*)

- Be present to greet attendees for the Wednesday afternoon icebreaker meeting
  - Provide opening attendee Welcome message on Thursday morning (8:00 am)
  - Introduce each Session Topic and Moderator
  - Provide closing remarks on Friday along with WEF Board of Trustee, and WEF HOD Speaker or Speaker-Elect.
- Host MA Coordinator to work with WEF Staff for reimbursement of expenses

### **Event Wrap Up**

- Host to keep all expense receipts and provide copies to WEF
- Host to pay for event
- Host to provide WEF copies of receipts and an invoice for reimbursement
- Let WEF know if Host needs cash advance to cover expenses
- Host to submit Invoice/receipts to WEF as soon as *6 weeks after meeting*
- WEF must receive invoice **by August 1**, in order for payment to be processed by WEF's year end of August 31.