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 – lavaliere 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.