



# OLIA OCTOBER, 2016 WORKSHOP PLANNING SCHEDULE

ACTION STEPS	START DATE	TARGETED COMPLETION DATE	COMPLETION DATE	LEAD
<b>I. MARKET PLANNING</b>				
Develop draft Interest Survey for October Workshop				
Send out/distribute survey to membership				
Collect survey interest data				
Compile survey interest data and identify high areas of interest				
Select areas of interest for workshop				
Identify focus/goal of Workshop				
Identify Target Audience/Attendee Goal				
Determine cost/fees that will be associated with participation				
Establish criteria for premier space at workshop				
Identify workshop theme/scripture				
Approval of Theme/Scripture				
Identify workshop presenters based on areas of interest				
Develop draft workshop outline/content				
Establish Workshop Budget				
Obtain budget approval				
<b>II. INVITATION LIST</b>				
Send invitations to presenters/participants				
Confirm initial presenters/participants				
Send invitations to additional presenters/participants, if needed				
Confirm additional presenters/participants				
Invite other Ministries/members to assist <ul style="list-style-type: none"> <li>● Food preparation Table-Hospitality Ministry</li> <li>● Greeting/directing guest-Usher Ministry</li> <li>● Room set-ups, clean-up, etc.</li> </ul>				



# OLIA OCTOBER, 2016 WORKSHOP PLANNING SCHEDULE

<b>III. CAMPAIGN BUILDER</b>				
Request presentation guidelines (font size, colors, etc.) and time requirements from AV/Media Group				
Create PDF form development with Media Ministry				
Submit workshop info to Media Ministry for flyer/letter design				
Receive and approve flyer/letter design and presentation requirements from Media Ministry				
<b>IV. WORKSHOP PROMOTION</b>				
Prepare workshop information packet to workshop presenters, entrepreneurs, trade show participants				
Identify advertising outlets and submit information packets for advertising				
Develop post workshop survey				
Determine completion status of on-line Event Registration under new CDM+ system				
Flyers complete and printed by				
Church Announcements				
Website Promo				
Send presenters workshop information packet and confirmation letters with table assignments and media presentation requirements				
<b>V. WORKSHOP SUPPORT REQUESTS</b>				
Notification to Trustee Office for additional Church cleaning and date of cleaning				
Submit request for Media and Security support				
Determine if Check-In/Check Out feature in CDM+ can be used as sign for workshop attendees				
<b>VI. FINAL WORKSHOP PREPARATION</b>				
Determine workshop layout				
Identify signage requirements and make signs				



# OLIA OCTOBER, 2016 WORKSHOP PLANNING SCHEDULE

Develop sign-in Sheet if Check In/Check Out cannot be used				
Make badges for presenters, volunteers				
Purchase refreshments				
Set up rooms for Workshop				
Send thank you letters to presenters, entrepreneurs and trade show participants				