

## Workshop Planning

**Workshop/Training Session:** A/F Team LLTC Data

**Speaker:** Ed Services: DJ (Julie opener)

**Date:** 21 September 2001

Tasks	Who	Specifics
<input checked="" type="checkbox"/> Reserve room	DJ	Rooms A/B
<input checked="" type="checkbox"/> Check with speaker re: special equip and room set up	DJ	Set up will be in groups as per district. Do special equipment needed: Computer equip set up in A—two flip charts
<input checked="" type="checkbox"/> Complete room set-up	Nancy	What set up was requested? What equipment was ordered?
<input checked="" type="checkbox"/> Order rood	Pat	What will be served? Work order submitted?
<input checked="" type="checkbox"/> Order beverage	Pat	What will be served? Work order submitted?
<input checked="" type="checkbox"/> Assemble materials		Print order submitted to Mildred 9/7/01 Notebooks were ordered and are here
<input type="checkbox"/> Reserve hotel room		NA
<input checked="" type="checkbox"/> Provide directions & info to speaker		NA
<input checked="" type="checkbox"/> Send announcement to participants		Friday, September 7 Alison sent to EB, Denise to "Cycle 5", Marlyce to AB, Nancy to Cycle 3