



PROGRAM CHAIR'S CHECKLIST

- Date _____
- Time _____
- Location _____
- Audio/Visual
- Speaker Lodging
- Speaker Transportation
- Speaker Package given to Speaker (Guidelines, Agreement, Release/Hold Harmless)
- Obtain signed and dated Speaker Agreement and Release/Hold Harmless from Speaker
- Mail original, signed and dated Speaker Release/Hold Harmless to NAIFA-California
- Local Association keeps original, signed and dated Speaker Agreement
- Obtain Speaker's bio, photo(s), and other approved requested materials
- Confirm room set up
- Confirm flag
- Speaker gift
- Flag salute by _____
- Invocation by _____
- Original, signed and dated Speaker Referral form sent to NAIFA-California
- Thank you letter sent to Speaker
- Email a copy of Speaker's presentation in an electronic format to NAIFA-California

For more info go to www.naifa.org, "Successful Meeting 2010-11 Association Guide"