

South Carolina Water Associations Technical Workshop Development Guide

This document has been created to assist Technical Committee Chairs in developing and implementing a successful technical workshop. The Education Committee Chairs of each Association and the Association Office are available should you need further assistance.

1. Establishing Workshop Date- Joint Planning Retreat (annually)

Workshop dates will be established at the annual Joint Planning Retreat, typically held in **January**. Incoming and current Committee Chairs (or their selected proxies) will meet as a body to select a date for their Committee's workshop during the coming year. A general calendar is available on the Associations' website and/or may be provided by the Association Office, to avoid conflict with established events.

*****During date selection, please be aware of the SCEC "blackout" period noted on the general calendar. No flyer or workshop preparation** will be possible by the Association Office during this blackout period, so choose your workshop date accordingly. (It is possible to *hold* a workshop during this time, as long as the primary prep time falls outside the blackout period. Keep in mind that if a workshop is scheduled during this time, P&L statement generation may be delayed until after the blackout period.)***

*****Projectors, laptop computer and standing display screen are available for loan from the Association Office. Please contact the Office to determine availability before making AV arrangements with the workshop venue to avoid unnecessary costs. *****

2. Workshop Logistics

Once workshop date has been chosen, a "preparation timetable" begins, as follows.

→14 weeks prior to workshop:

- a. determine workshop topic / title
- b. establish location (city) and facility
 - i. procure facility contract and send to Association Office for review
 - ii. submit room setup request to facility contact
- d. select caterer and food**
 - i. procure catering contract and send to Association Office for review

**** Please note: caterers must have a SC business license and provide proof of liability insurance**

→12 weeks prior to workshop

- a. establish agenda, including breaks
- b. establish speakers
 - i. determine A/V equipment needs (contact Office regarding equipment loan)
 - ii. confirm speaker participation *in writing*
- c. recruit and schedule registration personnel

3. Workshop Order Form

Timely completion of the Workshop Order Form is *critical to the success of your workshop*. It is the document that the Association Office uses to create and distribute the workshop flyer and verify event information. Please **complete all sections** of the workshop order form and attach any additional information necessary. Submit the form to the SCAWWA A&E Committee Chair or WEASC Education Committee Chair *with a copy to the Association Office*. **Keep a copy** for your information.

→ 10 weeks prior to workshop

- a. submit **completed** workshop order form to appropriate Association liaison (Education Committee Chair or Advancement & Education Committee Chair) who will review and forward to the Association Office
 - i. include miscellaneous information for flyer such as specific color request, font, electronic mailing only, or special mailing date
- b. coordinate coverage for onsite registration (Registration Committee or your internal Committee members)

Unless otherwise specified, hard copy of the brochure will be mailed 8 weeks prior to workshop date

4. Final Preparation

→ 4 weeks prior to workshop

- a. verify arrangements with facility contact
- b. verify arrangements with caterer, including "drop-dead date" for final attendance number
- c. verify speaker participation and procure materials needed for reproduction
- d. send personal registration form to the Association Office and remind committee members and speakers to do the same

Association Office will begin weekly notification of registered participants at this point

→ 3 weeks prior to workshop

- a. send handout materials to Association Office for reproduction; indicate number of copies required (if needed)

→ 1 week prior to workshop

- a. notify facility of final participant number
- b. notify caterer of final participant number
- c. confirm registration personnel
- d. arrange for pickup of registration materials from Association Office

→ 24 hours prior to workshop

- a. final verification with caterer
- b. pick up registration materials from Association Office

5. Implement Workshop

→ Day of event

- a. arrive at facility at least 45 min prior to start of workshop
- b. establish contact with facility representative
- c. set up registration table or verify setup if assigned to someone else*
- d. verify room setup, including seating, lighting, temperature, AV equipment, materials
- e. verify food & drink setup
- f. verify schedule with moderator(s)
- g. greet speakers or assign someone to do so
- h. manage sign-in sheet or assign someone to do so (be sure sheet is returned to Association Office with other materials)
- i. handle distribution of certificates +

*Please assure that any on-site registrants **complete a registration form** and submit payment

+Please note that certificates are to be given out to attendees at the **end** of the workshop. If an attendee is not present at the end of the event to receive his certificate, it will be mailed to him, providing there is sufficient proof of his attendance.

6. Follow Up / Validation

→ 24 hours to one week after workshop

- a. return registration materials and summary to Association Office
- b. send all invoices and requests for reimbursement to Association Office, whether outstanding or paid
- c. provide written summary of event coverage (including photos) to Publications Committee Chair and/or Committee Liaison for inclusion in Association publications and on website

Event evaluations will be sent electronically from the Association Office to all attendees for whom a valid email address is available, unless the Committee requests otherwise. (*Evaluation preview may be sent to Committee Chair for preview upon request. Electronic evaluation form is completely customizable and will be designed to suit the individual workshop/Committee.*)

Evaluation tally will be compiled and forwarded with the Profit and Loss statement. **Preparation of these documents depends on the timely return of registration materials to the Association Office.**

IF YOU HAVE QUESTIONS, PLEASE DON'T HESITATE TO CONTACT THE
ASSOCIATION OFFICE!