



Atlanta Better Buildings Challenge Educational Session Planning Checklist

One Month Prior

- Confirm Topic/Speakers
 - Contact info
 - Bios
 - Send confirmation email
 - Obtain presentations (one week prior)
- Description for Registration Site
 - Send to Dennis Palko at Southface – dpalko@southface.org
- Send Email Invitation to Participants
 - Suzanne Hearther has contact list and will send
- Confirm lunch order with Rae Bucher – rbucher@southface.org
- Confirm at least two members of Atlanta BBC education committee will attend event
- Share registrant list with speakers (one week prior)
- Send speaker reminders (week of event)

Day of Event

- Confirm lunch order
- Set-up:
 - Presentations
 - Sponsor slide and board (in closet)
 - Sign-in sheet
 - Nametags
 - Amazon Gift Card (from Lauren Dufort)
 - Attendance certificates

After Event

- Thank you note to speakers
- Southface to send lunch invoice to Lauren Dufort for processing – ldufort@atlantadowntown.com

Please copy Lauren Dufort on **all email correspondence*