Appendix A - Host Site Coordinator Checklist

- Distribute flyer
- Send press release and notify S-CAP Liaison
- Enroll participants
- Obtain CEUs (allow plenty of time for processing requests – this can take months!)
- Recruit local speakers
- Reserve facility and email information to S-CAP Liaison (two months in advance)
- Procure door prizes (optional)
- Arrange for meals/refreshments
- Complete and email S-CAP Host Site Questionnaire (two weeks in advance)
- Print name tags
- Print table tents/signs
- Print agendas and email finalized copy to S-CAP Liaison
- Print agricultural statistics handouts
- Print copies of registration list for attendees
- Supply shipping address to S-CAP Liaison
- Provide equipment and supplies:
  - Easels (one for every team)
  - Flipcharts (one for every team)
  - Projector
  - Screen
  - Sound system (including wireless microphones)
  - Extension cords/power strip