



## 2015 PSALA Section Meeting Checklist for Section Co-Chairs

- Establish meeting schedule and frequency for the year during the Education Summit in February.
- Secure dates & locations for meetings.
- Secure speakers and if necessary (paid speaker) get PSALA Speaker Contract signed.
- Submit meeting schedule (speakers/topics) to Lauren Lindheimer (Education) and Lisa Wabik (Communications) by April 1, 2015.
- Submit new ALA reporting form online at least 30 days in advance of each meeting:
  - Provide topic, description, location, date, time, contact person, and (if applicable) CLM credit.
- Submit details for each meeting via [Meeting Information](#) form on the website. This information will be included in the PSALA weekly digest, PSALA website and on PSALA social media, as appropriate.
- Send invite and encourage attendance through section list serve.
- Invite Business Partners and/or other organizations as appropriate.
- Refer back to Section Goals and try to meet at least one per meeting.
- Meeting Registration is online. Confirmation emails go to the registrants and contact person.
- Meeting materials will be sent to you by George Thomas (Communications) the day before each meeting.
- Materials include sign-in sheet, evaluation form, name tags, and attendance spreadsheet.
- After meeting, return PDF of sign-in sheet and evaluation forms to Katherine Plantenberg (Education).
- Send final attendance spreadsheet to George Thomas (Communications).
- Draft article (or request one from speaker) for Soundings or other publications.
- Forward any photos and meeting highlights to the Lisa & George (Communications).
- Send thank you note to speakers following the meeting.