

Conducting Educational Events Effectively

Committee Members Help to Conduct Activities

Committee members can help in making the Extension program successful. You multiply the effort of your agent and help to see that all the necessary details are carried out – each person doing his/her part increases the chances that the educational activities will succeed.

This is an IDEA CHECKLIST of things to be done before, during, and after the planned educational activities. Choose a task you want to do!

Activity: _____

Place of the event: _____

Date of the event: _____ and time: _____

Time I should arrive: _____

Before		
Check these for things that should be done and who will do each:		
Check Here	Things to Be Done	Who Will Do It
	Arrange for a meeting place	
	Take advance registration	
	Arrange for finances (sponsorship)	
	Develop an agenda (program) and have it printed	
	Contact people who are already scheduled to make presentations	
	Identify other resource people to involve	
	Help with publicity:	
	– Newspaper or circular letter	
	– Newspaper article	
	– Radio and/or television spots	
	– Meeting announcements to other groups	
	Make telephone calls to some people who should attend, in addition to other publicity	
	Prepare handouts or program materials	
	Arrange for equipment	
	Set up the meeting room (chairs, tables, equipment, etc.)	
	Make or get refreshments	
	Other “Before” tasks:	

During

Check these and who will do them.

Check Here	Things to Be Done	Who Will Do It
	Provide transportation to the event	
	Greet people as they arrive	
	Register people attending	
	Assist speakers upon arrival	
	Preside at the event	
	Introduce speakers and/or guests	
	Act as tour guide(s)	
	Identify special guests to be recognized	
	Distribute handouts	
	Serve refreshments	
	Evaluate the activity (be an observer)	
	Clean up – lock up facility	
	Other “During” the activity tasks:	

After

Check these jobs and who will take responsibility for carrying out AFTERWARD.

Check Here	Things to Be Done	Who Will Do It
	Express thanks for use of facility	
	Express thanks for refreshments	
	Write letter of appreciation to person(s) on the program and to any sponsors	
	Prepare follow-up publicity – news story, radio/television report, photographs	
	Finish evaluation of the activity	
	Report results to whole program committee	
	Decide what follow-up activities are needed – another event? same event in new place?	
	Other “After” the event tasks:	

Follow-through assures a successful event.

Information in this publication has been adapted for Arkansas. Original materials were prepared by Program and Staff Development Specialists, Texas Agricultural Extension Service.

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