Event Management

Steps to a Successful Training

https://www.compressedairchallenge.org/hosting/

11 – 12 weeks before training

- Review the guidelines for hosting document, https://www.compressedairchallenge.org/hosting/guidelines/Hosting_Guidelines.pdf
- Talk with potential co-hosts (if any) about sponsoring the training and determine what each party will contribute and roles they will play
- Set dates and location; determine event point of contact for attendees
- Send training authorization form, https://www.compressedairchallenge.org/hosting/guidelines/Training_Authorization_Form-2016.pdf, with all event information to tkohler@compressedairchallenge.org and request online posting if it is a public training
- Review list of instructors and contact CAC for help in selecting instructor(s)
- Contact and select instructor(s); Sign host-instructor contract(s) for either Fundamentals or Advanced
- Check with instructor regarding AV needs
- Review guidelines for use of CAC name and logo

9 – 10 weeks before training

- Develop mailing/e-mailing invitee list
- Prepare registration spreadsheet
- Review marketing guidelines; develop marketing strategy and materials. For sample wording see:
  - Fundamentals Announcement
  - Press release
- Print and send marketing materials

6 – 8 weeks before training

- Determine who will represent your organization on-site and who will conduct logistics; review on-site guidelines with them

4 weeks before training

- Review how many people have registered; continue marketing if needed

2-3 weeks before training

- Order training materials from CAC online bookstore, https://www.compressedairchallenge.org/bookstore/. Contact CAC for online ordering instructions and access. You will need one *Fundamentals* workbook and one *Best Practices Manual* per student for the *Fundamentals* course and one *Advanced* workbook per student for the *Advanced* course.

2 weeks before training

- Email pre-workshop assignments (found at https://www.compressedairchallenge.org/hosting/)
- Review agendas (found at https://www.compressedairchallenge.org/hosting/)
- Confirm that all registrants have received a registration confirmation and pre-workshop assignment. (Note: Recommend that attendees bring completed pre-workshop assignment to class to enhance their class experience but it is not required they complete it, that is, they may still come to class if they have not completed their assignment.)
- Request CEU cards from Iowa State University, https://www.compressedairchallenge.org/hosting/onsite/Procedure_to_Obtain_CEU.pdf

1 week before training

- Review arrangements with facility; give final head counts to food vendors; print evaluation forms,

Day of training

- Introduce host, co-host(s), and instructors
- Distribute evaluations and CEU request cards at end of training

After Training

- Send evaluation forms (may be scanned and emailed) and Excel file of attendees' registration information to CAC at tkohler@compressedairchallenge.org; send completed CEU request cards to Iowa State **or** have attendees mail their own with payment