



Effective Supervision of Student Employees

Seminar Checklist

Event Logistics

- Date of training _____
Make sure it doesn't interfere with other major events for your expected participants
- Times of Training _____
We recommend three hours per seminar
- Number of people expected _____
50-100 is best for one seminar
- Create a list of your target audience
- Location
Schedule a room
No auditoriums, gymnasiums, or cafeterias
Make sure room is available 90 minutes beforehand and 60 minutes after

- Budget Considerations
Seminar Fee _____
Travel _____
Lodging _____
Supplies _____
Advertising _____
Food - We recommend you don't provide food. It's another expense. Best that people not be eating while participating in the seminar. Do provide water for all participants.

- Function Room Needs
Room setup/Seating plan
Space & equipment for registration
Space & equipment for breaks
Coat racks
Electricity hook-ups
Room temperature (start with room cool, it will warm up with people in it)
Accessibility to the disabled

Marketing and Promotion Ideas

- 6 Weeks Out
Send the “save the date” email to all prospective participants and their supervisors.
- 5 Weeks Out
Send the seminar flier electronically to all prospective participants and their supervisors.
Inform Executive Leadership team about the seminar. Ask them to support it by encouraging staff to attend.
- 4 Weeks Out
Send the printed version of the seminar flier to all prospective participants and their supervisors.
Ask the upper level managers and/or Executive Team to reach out to specific supervisors or prospective supervisors of student employees and invite them to register/attend the seminar.
- 3 Weeks Out
Monitor seminar registration.
If needed, send a brief email note written by Tracy Knofla, to all prospective attendees encouraging them to register.
- 2 Weeks Out
Send the Tracy video about the seminar via e-mail if needed.

Materials and Equipment Needed

- Pens and notepads, have extra for just in case
- Extra sheets of paper
- 2 6’ or 8’ long tables for Tracy to put her stuff
- 2 large easels with flip charts and fresh markers
- See Tracy’s technical rider for sound system needs

Week of program

- Make and provide nametags for each participant
Their first name should be in large bold type
- Make copies of handouts, evaluations, and certificate of completion
- Review Tracy’s rider and make sure all needs are met, verify sound system needs

Points to check before the seminar

- Check the space
- Have a table & chairs for registration
- Table for water service
- “Welcome” and introduction from organizational staff
- Make sure the sound system has been checked
- Coat racks are available
- All supplies needed are available

After the seminar

- Collect and compile evaluations
- Distribute certificates of completion
- Send thank you notes