



# Preparing for a Successful After Chapter Advanced Education

Step-by-Step Process for the Chapter Coordinator

*Following these steps carefully will result in greater success with less effort on your part.*

**Prior to announcing the date to the chapter, please be sure the following are completed:**

- Acquire leadership team support and work together to determine the following:
  - o Decide on a topic from the sign up sheet
  - o Confirm location for the training,
    - o Can your location be extended?
    - o Do you need a different location for the training?
  - o Schedule times/dates to announce and promote training to the chapter during the meeting ie: Networking Education time and announcement time
- Email/fax Chapter Sign Up form to Jennifer Tolley to confirm availability to train the event, fax to 503.621.3274 or email [bni@bnioregon.com](mailto:bni@bnioregon.com)

**After the date/time and location have been approved by the trainer:**

- Identify 1 or 2 members to assist you in promotion, registration, and payments (Event/Ed Coordinators)  
Who: \_\_\_\_\_
- Reserve location for 2 hours, plus 30 minutes on both ends of the training for a total of 3 hours  
Where: \_\_\_\_\_
- Select 2-3 possible dates for the event. When: \_\_\_\_\_
- Email Jennifer Tolley to confirm training date [bni@bnioregon.com](mailto:bni@bnioregon.com)  
Date confirmed: \_\_\_\_\_

**6, 5 and 4 Weeks Prior to training:**

**Weeks of** \_\_\_\_\_

- Promote the training and ask the members to add it to their calendars!

**2 Weeks Prior:**

**Week of** \_\_\_\_\_

- Bring twice the amount of copies of the registration form as there are members in your chapter.
- Handout the registration forms to each member in the chapter & fill out in the meeting.
  - Collect Registrations and payments as completed
    - i. DO NOT COLLECT A REGISTRATION FORM WITHOUT PAYMENT
    - ii. DO NOT give out registration forms and ask people to *bring them back*.
- Re-confirm day and time of reservation with the location.

**1 Week Prior:**

**Week of** \_\_\_\_\_

- Bring twice the amount of copies of the registration form as there are members in your chapter.
- Handout the registration forms to each member in the chapter
- Coordinate with your partner chapters how many and who will be attending from their respective chapters.
- Email the trainer a final headcount and registration list of those who have registered and paid.
- Confirm number of attendees with the location for proper set up.

**Day of the Training:**

**Week of** \_\_\_\_\_

- VERIFY that there is payment in the envelope for each paying member.
- Hand the trainer the registrations and payments for all participants prior to the start of the training.
- Provide the trainer with one registration list with the names of all participants.