

HFMA Colorado Chapter Policy

COHFMA.007

Policy Name

Program Check List

Effective Date

8/1/2013

Reviewed and Approved by Majority Board Members

7/25/2013

Approval by Colorado HFMA Chapter Board President

Stephanie Warth

| | Elements of Planning an Educational Program | Responsibility Current | Responsibility/Support Proposed |
|---|--|---|---|
| 1 | Determine Programs for the Year | Program Committee | Program Committee |
| 1 | Determine number of exhibitors we can accommodate with hotel | Office Manager | Office Manager |
| 1 | sponsor name, contact person to include title, phone number, mailing address and email address; level of sponsorship and term of | Office Manager | Office manager and Sponsorship committee member |
| 2 | Determine meeting dates - note consider holidays to avoid | Program Committee | Program Committee |
| 2 | Develop exhibitor prospectus with optios for sponsoring or exhibiting and pricing | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 2 | Share list the membership/marketing committee and VP Education | Office Manager | Office manager and Sponsorship committee member |
| 3 | Determine hotels to consider based on proposed location of conference and develop RFP based upon program | Office Manager | Office Manager |
| 3 | sponsors or program and request reply re: exhibiting and policy re: comp display and registration(s). Others - send | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 3 | Make changes and additions, deletions or level of sponsorship changes | Office Manager | Office manager and Sponsorship committee member |
| 4 | If changes to any proposal suggested Office Manager shares with hotel and finalizes contract for final review | Office Manager | Office Manager |
| 4 | Prepare Excell Spread Sheet on confirmed exhibitors/sponsors with date confirmed, payment status (due and paid or comp) | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 4 | Review list of sponsors monthly and share those requiring billing to Admin. Asst. of Sponsorship Chair | Office Manager | Currently Office Manager but needs to be assigned to a committee member |

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| 5 | Have Chapter President sign contract | Chapter President- submitted by Office Manager | Chapter President- submitted by Office Manager |
| 5 | Confirm sponsorship/exhibiting and send billing if required | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 5 | Receive payments for new and existing sponsor billings and deposit | Office Manager | Office Manager |
| 6 | Each Program Committee for Programs begin to develop program content to include Theme, presentations, speakers | Program Committee Chair | Program Committee Chair |
| 6 | Process payments and advise sponsorship committee | Office Manager | Office Manager |
| 6 | Advise committee of payments received | Office Manager | Office Manager |
| 7 | Develop program content and determine speakers | Program Committee | Program Committee Chair |
| 7 | Determine table assignments | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 7 | newsletter chair and person responsible for signs at meetings for preparation of scrolling marquee and signs | Office Manager | Committee members and share with Marketing Chair and VP Education |
| 8 | complete - Topic, overview, learning objectives to meet NASBA requirements, speaker information - name, title, | contacted speaker with support of Office manager | Committee member who contacted speaker with support of Office manager |
| 8 | Send to exhibitors - hotel order form for electrical, shipping of materials etc. | Office Manager | Office Manager |
| 8 | Review web site monthly to make sure current and if not advise Marketing Director | Office Manager | Committee member to be assigned |
| 9 | Send brochure to HFMA Member Services to input to online registration system | Office manager | Office Manager |
| 9 | Send to exhibitors exhibit times, set up, tear down and hotel contact person | Office Manager with Sponsorship committee | Office Manager with Sponsorship committee |
| 9 | Promote new sponsors | Sponsorship committee | Sponsorship committee |
| 10 | Office Manager prepares registration form and forwards to Marketing for inclusion in program brochure include link to on line | Office Manager | Office Manager |
| 10 | Develop scrolling marquee for exhibitors/sponsors and annual Sponsors | Marketing Chair | Marketing Chair |

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| 11 | Draft brochure for Marketing Committee Development | Program Chair with marketing chair and office manager | Program Chair with marketing chair and office manager |
| 11 | Put signs on tables for assigned exhibitors | Sponsorship committee with Office Manager | Sponsorship committee with Office Manager |
| 12 | Send brochure to Kelly Staight for NASBA hours | Program Chair | Office Manager |
| 12 | Signs for exhibitors, sponsors and annual sponsors | Appointed by Program Committee | Appointed by Program Committee |
| 13 | Committee review draft brochure and approve | Program Committee | Program Committee |
| 14 | information on web site and register on line - indicate if other than routine registration - send registration form to Program Manager - | Chapter President | Chapter President |
| 15 | Send brochure to web site coord. Hi-Res Designs for input to web site | Marketing Chair | Marketing Chair |
| 16 | Speaker letters prepared and sent to speakers with financial arrangements, request for bio and due dates for power points | Office Manager | Program chair with Office Manager support |
| 17 | Process comp registrations - forward to HFMA National for input for exhibitors, sponsors and students | Office manager | Office Manager |
| 18 | Monitor on line registrations and input comps (speakers, exhibitors, sponsors, and provider coupons) | Office Manager | Office Manager |
| 19 | Send registration list to attendees with information to access presentations on web site, agenda and any other stuff specific to | Office Manager | Office Manager |
| 20 | Send registration list and agenda to Exhibitors | Office Manager | Chair Sponsorship Committee with support from Office Manager |
| 21 | Make hotel reservations for speakers as needed | Office Manager | Office Manager |
| 22 | Get presentations in power point and PDF from speakers as well as bios | Office Manager | Program Chair with Office Manager |
| 23 | Determine speaker introducers | Program Chair and committee | Program Chair and committee |
| 24 | Determine number of provider coupons for major programs | Office Manager with Chapter President and VP Education | Office Manager with Chapter President and VP Education |
| 25 | Power Point and Bios due and follow up on those not received | Office Manager | Program Chair with Office Manager |

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| 26 | Purchase speaker gifts - NOTE: paid speakers and govt. speakers do not receive gift | Program Chair | Program Chair |
| 27 | provide to Hi-Res and when done send email to attendees indicating on web site and provide user name and password | Office Manager | Office Manager |
| 28 | Prepare BEOs for hotel - F/B, AV requirements and room set up | Office Manager | Office Manager |
| 29 | Send BEO's to Hotel conference manager | Office Manger | Office Manager |
| 30 | Review returned BEO's from hotel - make any corrections and sign off | Office Manager | Office Manager |
| 31 | Gurarantees to hotel | Office Manager | Office Manager |
| 32 | check off list provided by program manager, welcome attendee, provide badge, holder, program materials. Indicate to them to pick up | Craig Deehring | Appointed by Program Committee |
| 33 | Bring LCD Projectors (2) and chapter computer | Appointed by Program Committee | Appointed by Program Committee |
| 34 | Put Power points on Flash Drive and bring to program | Office Manager | Office Manager |
| 35 | Prepare evaluaton forms, make copies and bring to program to distribute at each session and collect | Appointed by Program Committee | Appointed by Program Committee |
| 36 | Compile Evaluation scores and send to committte | Appointed by Program Committee | Appointed by Program Committee |
| 37 | Send evaluations to speakers | Program Chair | Program Chair |
| 38 | NASBA CPE Creidt Form-prepare and have copies at Program | Appointed by Program Committee | Appointed by Program Committee |
| 39 | Distribute NASBA forms at program to CPA's | Registration Staff | Registration Staff |

40 Collect forms for sending to NASBA Registration Staff Registration Staff

41 Script for President for welcome Office Manager Program Chair

Hotel - meet with hotel conference manager and review BEO's - room set
42 ups,.food/beverage and audio visual Office Manager Office Manager

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| 43 | AV and food/beverage - assure set up as requested on day of program - if not contact hotel conference manager | Office Manager | Office Manager |
| 44 | Provide speaker bios to introducer along with speaker gift | Program Chair | Program Chair |
| 45 | Handout evaluations at beginning of each session and collect at end | Appointed by Program Committee | Appointed by Program Committee |
| 46 | Set up computer and LCD projector with power points for presentation | Appointed by Program Committee/Office Manager | Appointed by Program Committee/Office Manager |
| 47 | Attendees, review agenda, indicate where restrooms are located, remind to visit exhibitors, remind to complete evaluation | Chapter President | Chapter President |
| 48 | Provide completed registration list, receipts, checks, walk ins and credit card forms to Program manager | Appointed by Program Committee and sent to Office Manager | Appointed by Program Committee and sent to Office Manager |
| 49 | attendance numbers to Chapter Secretary for input to Program Planning Tool - HFMA national - indicate members and non member | Office Manager | Office Manager |
| 50 | - HFMA national with date, topic, education hours (est) and estimated attendance - members/non members | VP Education | Office Manager |
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| | Resend brochure to members for reminder to register and cut off dates for rooms and early registration | Chapter President | Chapter President |
| | Get periodic reports on registrations from HFMA National and share with committee | Office Manager | Office Manager |
| | Prepare Comparison of proposals for review by committee | Office Manager | Office Manager with review by committee and decision - plan site visits with program chair/co- |

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| | Sponsors/Exhibitors | | |
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| | Annual Sponsors | | |
| | Request logos for new sponsors to put up on web site | Office Manager | Office manager and Sponsorship committee member |

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| | Joint programs | | |
| | Needs to be worked on by Program Committee | | |
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| Committee/Board Support | Due Date | Comments |
|---|---|----------------------------|
| VP Education | At least one year after the current program | 2 years for annual meeting |
| Program Chair | 3 mos.prior to program | |
| | On Going | |
| VP Education | At least one year after the current program | 2 years for annual meeting |
| Sponsorship committee with Office Manager | | |
| | On Going | |
| VP Education and Program Committee | At least one year after the current program | 2 years for annual meeting |
| Sponsorship committee with Office Manager | | |
| | On Going | |
| VP Education and Program Committee | At least one year after the current program | 2 years for annual meeting |
| | | |
| Sponsorship committee | On going | |

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| VP Education and Program Committee | At least one year after the current program | Office Manager sends contract to Hotel |
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| | On going | |
| and Chapter Program Committee with Office Manager Support | to program and on going up to 3 months prior to program which is when | |
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| | On going | |
| and Chapter Program Committee with Office Manager Support | 4-6 months prior to meeting | |
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| | On going | |
| Program Chair | 3 Months prior to program | |
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| | Monthly | |
| Program Chair | 11 weeks prior to program | |
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| | On Going | |
| | 10 weeks prior to program | |
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| | 1 week prior to program | |

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| Marketing Chair | 3 Months prior to program | |
| | Night prior to program | |
| VP Education | 2 months prior to program | |
| | 1 week prior to program | |
| VP Education | 12 weeks prior to program | |
| Program Chair and Office Manager | 2 months prior to program | |
| Program Chair and Office Manager | 2 months prior to program | |
| Office Manager | 2 months prior to program | Include speaker guidelines on paid speakers |
| Program Chair | On going | |
| Program Chair | On going | |
| Program Chair | 10 days prior to program | |
| Sponsor Chair | 10 days prior to program | |
| | 6 weeks prior to program | |
| Office Manager | 1 week prior to program | |
| Program Chair | 4 weeks prior to program | |
| Office Manager with Chapter President and VP Education | 3months prior to program | |
| VP Education | 10 days prior to program | |

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| Program Chair | 2 weeks prior to program | |
| Program Chair | 2 weeks prior to program | |
| Office Manager | 6 weeks prior to program | |
| Office Manager | 5 weeks prior to program | |
| Office Manager | 4 weeks prior to program | |
| Office Manager | 3 days prior to program | |
| Membership committee | Day of meeting | Office Manager provides registration list to Craig for badges 3 days prior to the |
| VP Education | At Program | |
| Office Manager | 3 days prior to program | |
| VP Education | one week prior to program | |
| VP Education | no later than one week after program | |
| Office Manger | no later than one week after program | |
| Program Chair | one week prior to program | |
| Program Chair | At Program | |

Program Chair At Program

President 1 week prior to program

Program Chair 1 week prior to program

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| Program Chair | on site | |
| Program Chair | Day of meeting | |
| Appointed by Program Committee | Day of meeting | |
| Appointed by Program Committee/Office Manager | On site | |
| Chapter President | On site | |
| Appointed by Program Committee and sent to Office Manager | On site | |
| Office Manager | 2 days after program | |
| Office Manager | 1 week after program | |
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| Office Manager | every 2 weeks | |
| Program Chair | On going | |
| VP Education and Program Committee | | 2 years for annual meeting |

