

DHI IN-HOUSE EDUCATION SYSTEM

Guidelines for Planning a Class Session

- 1. Determine Class(es)**
 - Outline session objectives (what session will cover)
- 2. Prepare the Tentative Schedule of Events**
 - Prepare a proposed schedule for the session including a start time and end time.
 - Include time for introductions & breaks
- 3. Determine Preferred Date for Class Session**
 - Determine the preferred date for the session. Include backup dates in case the facility is not available on your preferred date
- 4. Determine Instructors for Class(es)**
 - Determine who the instructors will be and contact them as soon as possible to check availability over preferred dates
 - Ask them to hold the date for the class(es) on their calendar
 - Once location is contracted, reconfirm date and schedule
- 5. Determine a host location for class(es) (i.e., hotel or office, etc.)**
 - Determine what type of facility would be a good fit for your students
 - Estimate how many students you anticipate will attend your class(es)
 - Determine what room set-up will be (classroom, etc.) (See if the meeting space you are reserving has room for growth should your attendance exceed your expectations.)
 - Determine if you will have any overnight guests who will require sleeping accommodations (hotels generally provide group rates to groups of 10 or more).
 - Plan to visit the property to see the space that is to be used for the event
 - Negotiate guest rooms and meeting rental fees with facility
 - Determine billing procedures with hotel for guestrooms and meeting space
 - Ask for sales contract for guest rooms and rental of meeting space
- 6. Logistics/Meeting Requirements**
 - Meeting Space
 - Reconfirm meeting space prior to sending correspondence to attendees
 - Food & Beverage
 - Determine what F&B requirements are for session (i.e., coffee break service, breakfast or lunch, etc.)
 - Begin working with hotel catering staff on preliminary food & beverage requirements for meeting
 - Food and Beverage guarantees will be required anywhere from 48 to 72 hours prior to your function. Check with your local vendor to see what their requirements are for guarantees.
 - Audio Visual
 - Determine what your audio visual needs are for the session
 - Check with speaker to confirm any additional audio/visual requirements
 - Communicate your A/V requirements to your in-house event manager or audio visual department at the hotel
 - On-site Coordinator

- Assign someone from the group to be the on-site contact for the hotel staff

7. Registration

- Determine process for registration (call to RSVP or return registration form)

8. Marketing/Promotion

- Establish promotion plan
- Develop timeline for promotional plan
- Collaborate with speaker regarding session descriptions
- Obtain speaker bio (for marketing collateral and on-site introductions)
- In promotional communications, include the date, location, session topic, presenters, schedule of events and registration information

9. Housing (if needed)

- Determine reservation policy (housing list vs. individuals on own)

10. Speaker requirements and handouts

- Reconfirm audio visual requirements with speaker
- Determine if any handouts will be provided to attendees

11. Final Confirmation Notice to Students

- Confirm date, time, location of meeting
- Provide directions to facility
- Provide information on parking
- Provide detailed agenda for meeting (e.g., remind students to bring required reference materials and/or equipment such as calculators, VOMS, etc.)
- Provide information on whether refreshments will be served