



## AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION Inc.

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### STATE EDUCATION DAY PLANNING CHECKLIST

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State Representatives are elected at the AGM, or afterwards by the ADNA Executive.

To assist with planning for State Education Days, please refer to the below checklist:

- Begin planning immediately after May AGM or earlier if carrying office from previous year.
- Decide date with executive, as they are directly involved in book-keeping and receipting and can ensure Sponsors are available with early notification.
- Decide full day or half day format.
- Book venues suitable for education purposes (Hospitals, Universities etc.) and PR and HDMI cabling capability, including their caterer, or one allowed to use facilities—the budget allocation for catering is \$30 per head
- Book speakers and develop the program. This must be completed by August for early promotion to Sponsors, members and potential attendees from other groups.
- Print flyers
- Begin promotion to universities and hospitals, health facilities in area from their practice nurses and school nurses
- Sponsor list sent to representatives. Liaise regarding raffles from one or two?
- Name tags and sign in sheets made and printed.
- Tables arranged
- Locate ADNA banner for your state from previous representative
- Purchase gifts for speakers and wrap.: \$30 max per speaker
- Appoint a time keeper to run the event smoothly
- Appoint MC
- Appoint sign in table attendee
- Member raffle separate (\$500 towards attending next ADNA conference) to Sponsor raffle (gift)
- Claim expenses using expenses claim form and scanned receipts—all emailed to treasurer at [treasurer@adna.org.au](mailto:treasurer@adna.org.au)
- Email all sign in sheets, including Sponsor sign in, and member raffle winner, to [secretary@adna.org.au](mailto:secretary@adna.org.au)