



AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION

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STATE EDUCATION DAY PLANNING CHECKLIST

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
- Email all sign in sheets, including Sponsor sign in, and member raffle winner, to secretary@adna.org.au