

# CHAPTER-SPONSORED COURSE CHECKLIST

To facilitate the successful execution of your Chapter-Sponsored course, we are providing a checklist for you to use that outlines the various responsibilities. This checklist also includes a section for information that must be provided to CSSE 14-days prior to your event. Courses must have a minimum of 13 registrations to be approved to run.

**COURSE:** \_\_\_\_\_ **DATES:** \_\_\_\_\_

## CHAPTER RESPONSIBILITIES:

- VENUE:** Training facility has been reserved/secured
  
- CATERING:** food and beverage are to be provided on both days of the course; we suggest you do not serve the same lunch menu for both days. We will advise you of any diet restrictions.
  - Breakfast
    - Example: muffins/pastries, yogurt, fresh fruit, coffee/tea/juices etc.
  - Morning Break
    - Example: pastries/cookies, healthy alternative, coffee/tea etc.
  - Lunch – hot meal on one day, cold meal on the other
    - Example: soup or salad, sandwiches/wraps, pasta, coffee/tea/soft drinks etc.
  - Afternoon Break
    - Example: fruit, cheese & crackers, energy bars, coffee/tea/soft drinks etc.
  - In-room water station or equivalent
  
- Audio-Visual:** As all CSSE courses use electronic material, participants have the option of printing the guide and bringing hard copy with them or using their device during the course.
  - Projector, screen and speakers, access to power/power bars for each table
  
- Classroom Layout:**
  - Tables of ½ rounds or rectangle tables, allowing 4-5 people per table
  - One (1) flip chart per table, with markers
  
- Instructor Requirements:**
  - One (1) flip chart for the instructor, with markers
  - A small table for instructor and/or reference materials next to projector
  
- Course Promotion:**
  - The Chapter is responsible for the primary marketing for the course, which includes posting to Chapter calendar, website, e-blast, social media
  - CSSE National Office can provide marketing materials if requested, and will publish the event in Beyond newsletter and on [www.csse.org](http://www.csse.org)

Cont. on Page 2

## PROVIDE TO CSSE 14-DAYS PRIOR TO EVENT

### Venue Details:

- Address (physical address including postal code)
- On-site contact person (name, phone and email)
- Hours of operation
- Special instructions for participant access, if required

### Material Shipment Details:

- Shipping Contact name and phone
- Shipping address
- Hours of operation for delivery of material
- Pick up address for the return shipment to CSSE (if different)

### Miscellaneous:

- Any additional information that CSSE or the instructor (HDMI cables etc.) may need to know to ensure the successful completion of your course

## AFTER COURSE COMPLETION

### Expenses: CSSE National Office will reimburse the Chapter for venue rental and catering costs. The Chapter must provide documentation/invoices for the expenses

- Itemized receipts for expenses, showing the taxes, must be provided – credit card or debit transaction receipts are insufficient
- There is no revenue share for Chapter Sponsored courses

### Complimentary Registrations: In lieu of revenue sharing, the Chapter will receive free seat(s) for their use, based on the number of paid registrations.

- The seats are valid for a 12-month period and can be used for any course, with the approval of CSSE National Office.
- Chapters may use those seats as incentives, prizes, or gifts for their members
  - 1 free seat for 10-12 registrations
  - A 2nd free seat for 13-15 registrations
  - A 3rd free seat for 16+ registrations