

Master Gardener Seminar Presenter & Administrator Checklist

Thank you for making the Master Gardener Seminars possible. Your efforts are resulting in our seminars getting better and better each year. Your efforts to educate and share your love of gardening are greatly appreciated. This year we are providing a rolling tote to make transporting all the seminar materials easier.

Presenter

If the presenter has no need for AV equipment, the Administrator can pick up everything else at the extension office.

Task	Notes	Completed
Contact extension office @ 770-479-0418 & reserve equipment with Judy	<ul style="list-style-type: none"> √ Laptop √ Screen √ Data projector √ Extension cord & power strip √ Return equipment to extension office Saturday =Monday, Tuesday=Wednesday 	
Secure date & time to pickup the equipment.	Call one week in advance to schedule pick up date & time. Make sure someone is at the office and that no one will need the projector.	
Seminar Presentation & PowerPoint review	√ Turn seminar presentation and PowerPoint into extension agent 1 mo. prior to presentation.	
Publications must be ordered 1 month in advance if to be ordered from POD. Handouts need to be turned in to the office 2 weeks prior to the seminar for copies to be made in office. Copying is limited.	They will be included in the packet picked up by your class administrator.	
REMEMBER at libraries	No food is allowed	
Set-up PowerPoint about Master Gardeners	Keep looping until you begin the seminar.	
Introduce the volunteers & thank them. Thank the attendees for attending.	The volunteers will help set up and put the rooms back as it was.	
Thanks the attendees for coming.	Announce any upcoming seminars.	
Do not give out your handouts or layout for attendees to pick up!	Give attendees the handouts when they complete their evaluation. Handouts – one per couple	
Seminar Summary Form- in packet	Complete the form and return to the extension office w/other materials	

Seminar Administrator

Task	Notes	Completed
Pick up packet from Extension Office.	The packet should include * Registration forms * Evaluations – one for ea. Person and/or couple * Seminar Summary Form * Handouts for seminar- one per couple/family * Presenter biography	
Other items in seminar packets * There will not be enough of these for every attendee.	* Seminar bookmarks * Website Handout * Business cards * Soil sample bags & how to sheet (more are available @ office or can bring own bag & transfer.	* 15 * 15 * 10 * 4
Cobra Heads & Bug Charts MG Camera (to be used during presentation for scrapbook)	They are keep in white MG cabinet. Only put one of each out so that the others do not disappear. Put up the for sale and price sign.	Return money with packet
Pencils and Note Paper		

DAY OF THE SEMINAR THE ADMINISTRATOR WILL

- Arrive early to help with set-up
- Place the following out on the table
 - Registration form
 - ONE cobra & sample bug chart & for sale sign
 - Pencils & note pads
 - Evaluations
- The instructor will pass out the handouts to those registered when they complete their evaluation form. Non-registered participants will be given any additional handouts available. If attendee has computer, ask they take computer handout of publications being utilized.
- At the end of the seminar
 - Help set the room back to it original state
 - Put everything back in the packet, complete paperwork and return to the extension office.