



Connecting
Nicollet
County
Leadership through Learning

Day Chair Checklist

Please use the following checklist when planning your day. Total session budget is \$300, with at least 50% being covered by sponsors and donations to assist in keeping tuition cost affordable.

_____ Location for morning gathering/leadership training (7:00am set up)

_____ Location for afternoon wrap-up (4:00-4:30pm) *This can be the same place the social is being held.*

_____ Arrange food: morning refreshments, midmorning break, noon lunch, and afternoon break (Keep in mind special dietary needs, if possible.)

The CNC Board requests that you try and obtain sponsors and donations to cover 100% of session food expenses.

_____ Invite city official for morning welcome and brief talk about community – history, current demographics, future plans (Another option is to invite a city official, community leader or county commissioner from the district to join the group at lunch.)

_____ Arrange afternoon tours and speakers -- industries, unique businesses, historical sites

Share session topic and objectives and ask speakers to relate their presentation and/or personal experiences to these concepts. Send a confirmation letter after speaking to individuals.

_____ Arrange carpooling or bus transportation, if needed (*Sponsors again appreciated!*)

_____ Seek donations for gift items or “goodie bags”

_____ Contact local press for coverage during the day

_____ Identify location for networking event at the end of the day

_____ Confirm logistics, tours, and speakers the week prior. Provide a final agenda and review the main objectives speakers should address two days prior to your session.

_____ Follow up with thank you notes to all presenters and sponsors (*thank you notes are provided*)

A draft agenda should be sent to both Sara Hewitt, Program Coordinator at cncpcoordinator@gmail.com and Catie Rasmussen at rasmu035@umn.edu 14 days prior to your session. Include names of all speakers and donors so they can be recognized on the agenda. Additions or changes can be sent two days prior to your session.

Invoices or receipts for purchases should be clearly marked “Connecting Nicollet County” and submitted to Sara Hewitt. Please contact Sara (507-330-2942) with any other questions regarding logistics for the day.