**AAUW-MA STEM Conference Task List**

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| **Task** | **Person Responsible** | **Date Completed** |
| Set the date and book rooms at the High School |  |  |
| Reach out to potential workshop presenters |  |  |
| Find a Keynote Speaker |  |  |
| Send out a “Save the Date” flier to students |  |  |
| Set up the registration document for the workshop presenters |  |  |
| Confirm with Presenters/Get CORIs etc. |  |  |
| Put together the student registration form and flier |  |  |
| Send out registration form to students |  |  |
| Recruit adult and student volunteers |  |  |
| Assign student attendees to their workshops |  |  |
| Make registration list and attendance lists for the workshops |  |  |
| Make the folders for the attendees with their workshop schedule and room locations  **Task** | **Person Responsible** | **Date Completed** |
| Get raffle prizes, raffle tickets, tote bags, pencils/pens, folders, certificates |  |  |
| Make certificates for the workshop presenters and Keynote speaker |  |  |
| Get refreshments (muffins, fruit, granola bars, juice, water, napkins, paper towels) |  |  |
| Make copies of the evaluation form |  |  |
| Send thank you notes to the workshop presenters |  |  |

Lynn P. Howard

South Shore Area AAUW

lynnphoward97@gmail.com