

AAUW-MA STEM Conference Task List

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		

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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		

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