

WBCA/NACWAA Whiteboard Session Planning Guide and Timeline



Event Planning Item	Person Responsible	Due Date(s)	Status	Comments
Determine date(s)/time(s)for Whiteboard Session				
Establish and Recruit a WBCA/NACWAA Whiteboard Session Planning Committee				
Assign and designate roles to each Whiteboard Session Planning Committee member based on interest and skillset				
<p>Evaluate prospective facilities and/or venues. Perform site inspections. Inquire about policies regarding the following:</p> <ul style="list-style-type: none"> _ Meeting space _ Audio Visual _ Equipment needs _ Parking: Speak w/ campus Dept of Public Safety. Might have to provide Parking vouchers or have a designated area setup just for this. _ Labor Charges (i.e. Clean-up) _ Food <p>Audio/Visual requirements</p> <ul style="list-style-type: none"> _ PA system _ Outside laptops _ TV Monitors / Screens _ Lapel or handheld microphone _ Extra electrical requirements _ Lectern 				
Ask the venue's Event Operations rep to walk through the space with you. This person will be able to explain how to best use the meeting or event space.				
Communicate with speakers/presenters to confirm AV needs. Plan for a minimum of a 35mm projector, an overhead projector, screen and flip chart(s) for smaller breakouts. Often, presenters are using computer LCD projectors and high-intensity overheads. Determine the availability and cost of this equipment (if any)				

WBCA/NACWAA Whiteboard Session Planning Guide and Timeline



Event Planning Item	Person Responsible	Due Date(s)	Status	Comments
Be aware that all rooms are not equipped with sound systems, nor do all sessions need sound. Determine which rooms need sound and which can be used with the systems in place. Try to negotiate a flat rate or a percentage off the daily rate when renting a system.				
Consider that screen height generally should be the distance from the screen to the back wall divided by eight; chairs should be no closer to the screen than 1.5 times the screen's height; ceilings should be at least 10 feet high. Rely on your AV technician for assistance.				
Secure venue location				
Hold Initial Planning Meeting with venue				
Setup In-Person Meetings and/or Conference Calls to discuss timeline and responsibilities for the Whiteboard Session				
Subsequent In-Person Meetings and/or Conference Calls to cover/ensure that we are adherence to timelines and responsibilities				
Subsequent In-Person Meetings and/or Conference Calls to cover/ensure that we are adherence to timelines and responsibilities				
Subsequent In-Person Meetings and/or Conference Calls to cover/ensure that we are adherence to timelines and responsibilities				
Securing Speakers				Communicate with speakers/presenters to confirm AV needs.
Compile a composite and detailed Speakers Wish List				
Call coaches and email coaches with the sample WBCA/NACWAA coaches solicitation letter which provides a brief high level overview of the Whiteboard Session				
Create a spreadsheet tracker of whom to approach <i>(must be kept current at all times)</i>				
Confirm speakers/participants appearances				

WBCA/NACWAA Whiteboard Session Planning Guide and Timeline



Event Planning Item	Person Responsible	Due Date(s)	Status	Comments
Send an Info Sheet to all speakers outlining any/all details of the Whiteboard Session (<i>i.e. event contacts; directions to venue; parking instructions; attire; agenda; etc</i>)				
Securing Attendees				
Send an Email Blast to the following: - Your state's High School Girl Coaches Association - Your state's Basketball Coaches Association - If you already have on hand your own existing High School / College Coaches Database - Sports conference office (<i>the one your school is affiliated with as well as other local/state/regional</i>) - AAU Coaches (<i>local/state/regional</i>)				
Create a spreadsheet tracker of everyone you have sent an invite to and/or spoke with (<i>must be kept current at all times</i>)				
Create an event flyer for mass distribution				
Meet with your school's Social Media expert to discuss and assist with event mass distribution outlets				
Oversee Marketing Efforts, Blog, Emails, Broadcast Fax, and Collaborations with Other Basketball Networks				
Continue to promote the Whiteboard Session to increase coaches attendance				
Send Follow Up Email Confirmations				
Program Agenda				
Determine time (starting and ending) for Whiteboard Session				
Create an initial Event Agenda outline for each session or activity, including registration time, seating arrangements, required setup times, starting and ending times, breaks, and audiovisual and production needs. Please refer to sample Professional Development Agenda template				
Decide if you will include an onsite lunch period into the overall programming or if attendees are on their own offsite. If the latter is selected, please provide nearby restaurants with addresses.				

WBCA/NACWAA Whiteboard Session Planning Guide and Timeline



Event Planning Item	Person Responsible	Due Date(s)	Status	Comments
On Site Registration				
Develop Registration Process				
Oversee Registration Process				
Set Up Tables				
Assist with staffing of the Symposium registration table and directing attendees				
Develop Process for Greeting Participants & Speakers				Individually greet and thank all attendees/participants. Could use a Volunteer with an electric personality to do this. However everyone working these Session is in essence a "Brand Ambassador" representing the WBCA/NACWAA brand!!!
On Site Room Setup				
Meeting Room Setup/Configurations				
Conference and Hollow Square: Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Some venues have meeting rooms for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.				
E-shape, U-shape and T-shape: Appropriate for groups of fewer than 40 people. These are best for interaction with a leader seated at the head of the setup. Audiovisual equipment is usually set up at the open end of the seating.				
Ovals and rounds: Generally used for meals and sessions involving small group discussions. A five-foot-round table seats eight people comfortably. A six-foot-round table seats 10 people comfortably.				

WBCA/NACWAA Whiteboard Session Planning Guide and Timeline



Event Planning Item	Person Responsible	Due Date(s)	Status	Comments
<p>Theater: Appropriate for large sessions and short lectures that do not require extensive note taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.</p>				
<p>Schoolroom or Classroom: The most desirable setup for medium to large-size lectures. This configuration requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.</p>				