



Toolkit Inventory- this arrives 3-5 days prior to the class and comes from NIGP in Herndon, VA:

- Seminar Logistic Information Memo
- CEU Memo and Policy
- **Return Mailing Materials**
- Seminar Sign-In Sheets
- NIGP Tent Cards
- Seminar Registration Forms
- Seminar Evaluation Forms
- NIGP Dictionary – For Instructor Class Use
- Pencils
- Markers

Seminar Coordinator Onsite Responsibilities:

- Check Toolkit and textbook shipments **in advance of the seminar** to make sure all materials are there. If seminar materials are missing, contact the NIGP Events Coordinator immediately **(800-367-6447 X276)**. Materials should arrive 3-5 days prior to the start of the class.
- Print copies of Instructor's bio from NIGP website for class.
- Exchange contact information with the instructor in case of emergency.
- Be available the morning of the first day to sign in attendees and to ensure room requirements are correct (room set up, AV needs)
- Verify those entering the class appear on the registration list. If NOT verify you have enough materials for UNREGISTERED participants. **If there are not a sufficient number of books, UNREGISTERED participants will receive the book AFTER the class.** When time permits contact NIGP Customer Care to check on unregistered participants.
- Collect and return – within three days of the end of class:**
 - **Sign In Sheets**
 - **Registrant Information Forms**
 - **Seminar Evaluation Forms**
 - **Extra texts and the dictionary**