

2008 WRLF ROOM HOST CHECKLIST

Room: _____

Time: _____

Workshop: _____

**Each Room Host is asked to complete the following tasks.
Thank you for your participation in the success of the Western
Regional Leaders Forum.**

- Identify the presenter(s) and introduce themselves as the room host**
- Help the presenter(s) set up for the workshop, if needed**
- Review the bio information with the presenter(s) and adjust as necessary**
- Collect participant's workshop tickets**
- Allow other participants to attend if room allows and collect appropriate fees**
- Introduce the presenter(s) and start the workshop on time**
- Distribute workshop evaluations**
- Thank presenter(s) and give them their gift(s) on time**
- Collect workshop evaluations**
- Help presenter(s) clean up after workshop**