



## Program Committee Planning Checklist

### Deadline

(from timeline) ✓ Check box when completed

_____	<b>Rooms reserved for:</b> conducting preliminary round judging preliminary round conducting final round judging final round awards program	_____	<b>Judges confirmed:</b> preliminary round final round
_____	<b>Awards ceremony planning done:</b> keynote speaker confirmed plaques for competition winners arranged program written and printed details communicated to publicity committee	_____	<b>Patients confirmed:</b> preliminary round final round
_____	<b>Materials prepared (preliminary and final round):</b> handouts for judges handouts for patients handouts for participants judge evaluation sheets		
_____	<b>Arrangements made for audiovisual equipment:</b> preliminary round (VCR, monitor, camera tapes) judging preliminary round (VCR, monitor) final round (VCR, monitor, camera, tapes) judging (VCR, monitor) awards program (VCR, monitor)		
_____	<b>Scenarios complete:</b> preliminary round scenario author confirmed preliminary round scenarios written final round scenario author confirmed final round scenarios written scenarios in proper format (patient profiles and prescriptions) scenarios duplicated		

### Deadline: February 12, 2010

Please note that this deadline is FIRM – there will be no exceptions. Have winner call APhA to schedule appointment time to compete in the National Competition, 1-800-237-APhA (2742), ext. 7514.