

# RECEC TIME LINE

| 4 MONTHS   | 2 MONTHS  | 1 MONTH  | DAY BEFORE  | BLAST OFF!!   | 2 WEEKS AFTER   |
|--|---|--|---|---|---|
| <ul style="list-style-type: none"> <li>-Conduct First Planning Meeting &amp; schedule debrief meeting</li> <li>-Topics Presenters</li> <li>-Secure location</li> <li>-Plan Fitness Walk</li> </ul> | <ul style="list-style-type: none"> <li>-Refreshments</li> <li>-Public Information</li> <li>-Workshop at a Glance "Draft"</li> </ul> | <ul style="list-style-type: none"> <li>-Conference/Hosts Assignments</li> <li>-Packet Setup</li> <li>-Workshop at a Glance Final</li> <li>-Confirm Presenters</li> </ul> | <ul style="list-style-type: none"> <li>-Conduct Host Meeting</li> <li>-Set up Facility</li> <li>-Post room signs</li> <li>-Assign duties, walkie talkies and vests</li> </ul> | <ul style="list-style-type: none"> <li>-Registration</li> <li>-Assure all presenters and hosts are present</li> <li>-Keep facility clean</li> </ul> | <ul style="list-style-type: none"> <li>-Submit tally sheets and conference evaluations</li> <li>-Submit copies of sign-in sheets</li> <li>-Submit expense report</li> <li>-Set up Debriefing Meeting</li> </ul> |

## RECEC CO-SPONSOR RESPONSIBILITIES

| CYFD/FAMILY NUTRITION BUREAU   | HOME SPONSORING ORGANIZATIONS + TTAPS  |
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| <ul style="list-style-type: none"> <li>-Initiates first planning meeting</li> <li>-Provides speakers on program topics</li> <li>-Can provide folders, evaluation forms, name tags and room signs</li> <li>-Approves final version of Workshop at a Glance</li> </ul> | <ul style="list-style-type: none"> <li>-Selects and secures a facility</li> <li>-Responsible for planning committee coordinator/chairperson (position should be rotated)</li> <li>-Determines topics and presenters and communicates with presenters for workshop information</li> <li>-Coordinates audiovisual equipment needs</li> <li>-Produces Workshop at a Glance</li> <li>-Sets up participants packets</li> <li>-Coordinates community/sponsor displays</li> <li>-Coordinates registration</li> <li>-Provides healthy refreshments at conference</li> <li>-Provides hosts</li> <li>-Provides conference summary information and expense report to RECEC Coordinator</li> </ul> |

For more information, call Gabriel Gomez, State RECEC Coordinator  
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