

EVENT GUIDELINE

MAILER

- Approve mailer proof
 - Check your office address and name, registration number, link, and chapter name.
- Select counts and demographics with the mail house
- Pay invoice
 - Failure/late payment could affect the mailer's arrival target date

VENUE

- Visit the venue at least 1 week before your event
- Pay invoice (if applicable)
- Test equipment

WORKBOOKS

- Workbooks should be ordered 2-3 weeks in advance
 - Standard shipping takes 3-5 business days
- WORKBOOK WESTORE LINK:
<https://us287.agstorefront.com/uStore/login.aspx?StoreId=6&Action=SessionExpired&ReturnUrl=%2fuStore%2fHome>
 - Email: YOUR AFEA EMAIL (_____)@MYAFEA.ORG)
 - Password: YOUR CHAPTER ID (_____)

PRESENTATION

- Personalize the presentation(s) with your information
 - Tutorial available upon request
 - YOU MAY NOT EDIT THE PRESENTATION WITH ANYTHING ELSE OTHER THAN WITH YOUR CHAPTER INFORMATION AND/OR DISCLOSURES
- Get familiarized with the presentation(s)
 - Confirm you have the most updated version of your presentation(s)
 - Open and review presentation(s)

- Locate and watch training videos on your dashboard
- Sign up for a Tuesday or Friday open office with our C.O.O. Jeremy Bryant if you have questions about the presentation. *Ask the AC Team for the registration link(s).
- Rehearse the presentation(s) on slide show mode & print teacher's manual(s)

COURSE EVALUATION FORM CALENDAR

- Edit the calendar on the course evaluation form with your updated availability.
 - This increases the likelihood of someone scheduling an appointment with you by 80%

CONFIRMATION CALLS

- YOU/ASSISTANT is responsible for making confirmation calls the day before your event
 - You can find the confirmation call script on your dashboard under AFEA Tools & Resources.

THE DAY OF THE CLASS

- Print your attendance sheet
 - You can find your attendance sheet on your dashboard
 - Login to your dashboard
 - Click on "upcoming events" and print your attendance sheet before your class
- Have your materials ready
 - One workbook for each household
 - Distribute workbooks/workshop folder when the presentation has started not before
 - Bring a couple of extras for walk-ins
- Have your assistant take pictures of you while your teaching (OPTIONAL)

AFTER THE CLASS

- Scan and submit attendance and course evaluation forms to the AC Team via email or fax.
- Email is: TEAM@MYAFEA.ORG
- Fax Number: 877-459-2217