WHAT THE FRUIT & NUT RESEARCH AND INFORMATION CENTER CAN DO FOR YOUR SHORT COURSE, WORKSHOP, OR EVENT

THE FNRIC CAN COORDINATE:

Basics
- Locate and contract with venues both on and off campus
- Find caterers for meals and breaks and develop contracts
- Develop lodging contracts for attendees and presenters
- Contact transportation services for busses or vans for field tours and develop contracts

Event registration
- Develop forms, both online and print
- Track registrations online, faxed, and mailed and provide this info. to organizers
- Collect fees (credit cards online and checks via mail)
- Provide on-site registration staff for set-up, management, and take down
- Develop attendance rosters and sign-in sheets

Course materials*
- Provide proofreading and editing for all event materials except course content
- Develop all materials once submitted
- Collect presentations
- Design and print agendas, name badges, certificates, etc.
- Copy handouts
- Design and print evaluation forms and collate responses post-event
- Provide options: USB keys with presentations, tote bags, items with event logo, etc.
- Obtain DPR and CCCA credits and provide all necessary documents for attendees

Publicity
- Develop and print display signage for meetings, field tours, etc.
- Contact related print and online sources for advertisement placement
- Email agendas, information, and registration forms to CE county offices and Farm Advisors
- Place information on FNRIC website, ANR calendar, and any other calendars or websites recommended by organizers

AV services
- Develop contract for venue or campus services
- Provide course presentations to AV service
- Offer video recording options
- Take advantage of still photo opportunities

Finances/Budget
- Develop estimated expenses
- Track expenditures and income
- Assist with reimbursement of travel charges for participating UCCE Farm Advisors
- Determine final budget outcomes

Post-course webpages
- Create forms (online and print) for sales of materials
- Post videos, photos, presentations, etc.

Please see our "FNRIC Event Recovery Fees" chart for the costs of our event planning services. Profits above our fee will be split 50:50 with the workgroup or event/course coordinators.

**Event/course organizers are responsible for contacting and coordinating presenters, developing content, and providing a draft agenda.*