

Welcome to Medicare - Responsibilities

Task	SHIIP Office	Local Coordinator	Local Volunteer	Notes
Establish date _____				
Time of day _____				
Location: _____				
Handicap accessible yes no				
PA system yes no				
Laptop, projector, screen for PowerPoint				
Recruit speaker _____				
Promotion:				
Mailing (SHIIP office must know 2-3 months prior to date)	x			
Press Release				
Flyer				
Radio				
Local TV/Cable				
Local Employers				
Community Groups				
Church Bulletins				
Other:				
Registration:				
Who takes calls?				
Phone number for registrations _____				
Room Capacity _____				
Invite local volunteers to event (email)				
Packets: order using SHIIP on-line supply form a week prior to event				
Check-in at event				
Create attendance list to use for sign in				
Send sign-in form to SHIIP office after event				
Feedback forms				
Presenters review evaluation comments				
Follow up with people who want appointments				
Follow up with people who want to be volunteers				
Send feedback forms to SHIIP office				
Record the event in SHIIP tools				