## SEMINAR MANAGEMENT/STATISTICS

Seminar Date:_____

Seminar Type:_____ Person Assisting:_____

### Day Before Seminar

# Scheduled_____ # Confirmed _____ % Confirmed _____
# Email Confirmations sent _____

### Before Seminar
_____Get all Folders Ready
_____Get all Registration Slips Ready
_____ Make sure you have appointment stickers
_____ Make sure you have appointment Slips

### During Seminar
_____ Write all names on Master Seminar Sheet
_____ Put Internet Registrants in Seminar Folder
_____ Highlight (Green-Show or Blue- No Show) Telephone Registration
_____Double check that you have slip for everyone that showed up

### After Seminar
_____ Mark all Registration slips with a check mark if they paid and write how they paid
_____ Write names of people who pay on the daily patients' schedule
_____ Schedule all appointments
_____Complete and FAX the Seminar Management Sheet


# Scheduled_____ # Confirmed _____ % Confirmed _____

# Showed That Were Scheduled _____ % Showed _____

# Guests Showed _____ Total # Showed _____

# Signed Up _____ % Signed Up _____

# Scheduled This Week _____ % Scheduled This Week _____

Comments: _____

_____

_____