

# COMPLETE THESE ITEMS BEFORE YOUR FIRST CLASS

Use this checklist to help your preparation before our first class. If you need help signing into your class, let me know!

## WELCOME SECTION IN CLASSROOM

- ☐ Fill out the form under “Nice to Meet You.”
- ☐ Watch the Intro Video – comment when you have completed it.
- ☐ Review “How to Get Help.”
- ☐ If you have not already done so, sign up for the CMP Information Session. It’s free, takes about an hour and will give you a great foundation.
- ☐ Review “Required Study Materials.” Make sure have the correct manuals and editions.
- ☐ Print out the “Reading Schedule.” Complete the reading assignment due for our first class.
- ☐ Watch the “Classroom GPS” video so you know how to get around and get credit for completion.



## FORUMS

- ☐ Click on the lesson in “Forums.”
- ☐ You will need to click on the link to get you over to the forums.
- ☐ Click on the “Register” button, so you can join the conversations.

## GUIDANCE AND GOOD PRACTICE

- ☐ Try to complete your reading before each live class.
- ☐ You may want to take your quiz before class AND after class to demonstrate you are learning.
- ☐ Create your vocabulary note cards before class. Do not procrastinate!
- ☐ Come to class with your manuals and a calculator (or your favorite device).
- ☐ Make sure Ellen has the correct email you use with the Events Industry Council attendance system.
- ☐ When you sign into the zoom class (“Live Class” link in the classroom), sign in with your first and last names. We have several people who have similar names.
- ☐ Before class, I will email you to let you know that the presentation notes are ready for your printing. There are 2 formats. Choose the one that works best for you.
- ☐ I will always sign in 15-minutes early. For the first class, I will sign in 30-minutes early. Please sign in early, so I am sure that you can hear and see the class. If you are having a hard time getting into the class, you can call/text me at 813-401-0739. After 8 PM I will not respond, as I will be teaching.
- ☐ I make important announcements that I make at the beginning of class. Please be on time.
- ☐ I do my best to start and end on time. **Please do your best to arrive a few minutes early** so I do not have to repeat the important announcements.

Contact Ellen with any questions at  
813-401-0739

[ellen@eventsolutionsmanagmeent.com](mailto:ellen@eventsolutionsmanagmeent.com) or  
office hours – see the classroom for the schedule.