

STATE CHAPTER

National Professional Healthcare Association

ANNUAL SYMPOSIUM

STANDARD OPERATING PROCEDURE GUIDEBOOK

A comprehensive, repeatable operational guide for planning, executing, and evaluating the annual live symposium event. Can also be used for any/all events, fundraising efforts, or other events hosted by the Affiliate.

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Version 1.0 | 2026

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FULL DOCUMENT AVAILABLE ON REQUEST

Want to see the rest?

The preceding pages show the cover and table of contents of the Annual Symposium SOP Guidebook, a complete, 19-page operational document. The full version includes a master timeline, full RACI chart, communications calendar, day-of run of show, post-event report template, and a complete templates library.

To protect the work product, the interior pages are not published online. The complete document is available on request: connect with me on LinkedIn at [linkedin.com/in/rhondajustice](https://www.linkedin.com/in/rhondajustice).