



### **Washington, DC Metro Chapter**

## Hosting a Program

### **Duties and Responsibilities of Committee Members**

- 1) Identify speaker or panelists as appropriate
- 2) Initiate and maintain communication with speaker and panelists
- 3) Provide speaker and panelists with key information on their presentation
  - ◆ Date, time and location (please arrive 15-20 minutes before start time to ensure all is ready for you and to meet other key people)
  - ◆ Approximate number in audience and audience background
  - ◆ Promotional materials and offers are welcome
  - ◆ Our members have requested that presentations should be interactive in design
  - ◆ Provide a handout with key points or slides, if used (we can let them know quantity 2 days ahead)
- 4) Provide the Marketing Chair with program information for announcements and marketing
- 5) Create telephone message for program registration (see script)
- 6) Provide the SunTrust with the list of registered names for security and food service
  - ◆ CC: list to Board Members, especially Treasurer or whoever is handling Registration.
- 7) Confirm speaker and room reservations one to two weeks before meeting date.
- 8) Arrive 30-45 minutes early and set up the room for presentation
- 9) Confirm and ensure catering service provided on time
- 10) Greet and introduce the speakers and panelists to ACPIInternational members
- 11) Introduce speaker at opening and closing of the program
  - ◆ Include a "thank you" to deserving people who helped with the program
- 12) Present the ACPIInternational Speaker's Mug
- 13) See off the speaker and panelists
- 14) Check the room after the program

### **Program Meeting Checklist**

*Arrive 20 minutes prior to published start time to get things set up and be ready for the early birds.*

- Banner (plus painter's tape)

#### Registration

- Registrar / Treasurer (person who will do it)
- Sign in sheet(s)
- Reservation list from phone messages (Registration list)
- Pens
- Change (\$5, \$10s)

#### Badges

- Member and Board
- Guest / Non-member (blank)
- Mug for Speaker
- Mugs for New Members
- Door Prize Book (donated or under \$20)
- Vendor Materials and other Flyers (CPP, Impact, MasteryWorks)
- Remind President to send Thank You letter to Speaker

**Thank you for your passionate work!**