

## Checklist for Arranging a Program

1. Arrange for a Speaker and A Topic **Host**
  - 1.1. Identify the speaker and topic
  - 1.2. Notify webmaster as soon as a topic has been selected
  - 1.3. Inform the speaker that we will need a bio and brief write-up of the topic by the first of the month for inclusion in the newsletter
  - 1.4. Inform the speaker that we will need an outline for CPE purposes. This can be a one page outline or a copy of slides
  - 1.5. Ask the speaker what AV equipment they will need (projector, laptop, speakers).
  - 1.6. Remind the speaker of the write-up one week before the meeting.
2. Arrange for a location **Host**
  - 2.1. Call and find a location
  - 2.2. Verify what the charge, if any, will be, and if the capacity is sufficient.
  - 2.3. Identify what AV equipment is available. In particular, is there a screen as these are difficult to bring.
  - 2.4. Identify the menu and the price range to include information in the bulletin.
3. Send all the meeting information to the program coordination for the Evite, webmaster for posting to the website, and bulletin chair in time for inclusion in the newsletter. **Host**
4. Create the Evite **Program Coordinator**
5. The week of the meeting:
  - 5.1. Reconfirm the location and the meeting **Host**
  - 5.2. Send a reminder on the Evite **Program Coordinator**
  - 5.3. Arrange for the necessary AV equipment **Host**
  - 5.4. Report the count to the restaurant **Program Coordinator**
  - 5.5. Prepare the CPE forms for that night **Program Coordinator**
6. Send a thank you to the speaker **Host**
7. Send the required information to National **Program Coordinator**
8. Update the CPE records. **Program Coordinator**

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