



Checklist for Chairing a SLUC Program

Program name:

Program date:

Needed forms for course outline and speaker form can be found at

<https://www.sensibleland.org/page/1106>

60 days prior to program date share with SLUC board:

- Program name
- Speakers
- Program outline

45 days prior to program email Coordinator Sensiblelanduse@gmail.com:

- Photo of each speaker
- Outline of program using program outline form, broken down into 15-minute increments.
- Continuing Education Speaker/Instructor form filled out by speaker.
- Short bio for speaker that includes dates and experience that relate back to the topic the speaker is covering.
- Wording to promote program on website and email blasts. A few paragraphs that describe the program and what the attendees can hope to learn or gain.

10 days prior to program:

- Have speakers send you their presentation via email and let them know to bring it on a drive the day of as a backup.
- Confirm A/V needs with each speaker as well as SLUC coordinator to ensure needed computers, projectors, mics etc.
- Get Sponsor Slideshow from Coordinator to run during lunch before program.
- If using mentimeter, send questions to Coordinator sensiblelanduse@gmail.com
- Ensure you have the introduction script from Coordinator.

Day of program:

- Arrive 30 min prior to registration opening to greet speaker.
- Set up A/V and run through presentation to ensure no errors.
- Give introduction script and intro speaker.
- Ensure speaker is given SLUC mug as a thank you.