



TO:

Program Chair (Checklist)

Natalie Webster Coordinator

Program date: _____ Time: 11:30-1:30

FROM:

SUBJECT:

Thank you for agreeing to (co-)chair. Following is a checklist of your responsibilities:

- Report on the preliminary framework for this program at the Board meeting two months prior to the program.
- Final framework, speakers and schedule for conference call at Board meeting one month prior to program.
- By the 15th of the month before the program, send to: community@sensibleland.org
 - Have speakers complete CRE form (available at www.sensibleland.org under Events)
 - Draft website language and title
 - CRE course outline (available at www.sensibleland.org under Events)
- Hold conference call with speaker(s) **by 10 work days before program**
- Confirm AV requirements and e-mail to Community@sensibleland.org. By **7 days before program**: Projector, screen, wireless or handheld mic etc.
- Confirm with speakers that they will:

Bring their presentations to the program on a flash drive by 11:15 am.

Do not have presentations sent to Natalie...often they are too large and do not arrive, or are sent too late.

Co-chair should arrive at program site **by 11:00 am.** to greet speaker(s) and discuss last minute details. An on-site checklist will be available to you regarding A/V etc.

- After the program send thank you letter to speaker(s) (I will provide SLUC notes if needed).