



### **Planning Individual Programs**

Now that you have a road map for where you want to go for the year, you can begin to nail down the details for each program. Below is the suggested timeline for planning a program. Customize it to suit your chapter needs for timing, however, be sure to include all necessary steps.

#### **3 – 4 Months in Advance**

- Identify guest speakers and ensure calendar date is firm. Confirm Chapter President availability as they are the official Host of all programs
- Choose venue and solicit menus, AV costs, and directions to facility
- Solicit sponsorships for program

#### **1-2 Months in Advance**

- Prepare program flyer. Be sure to include directions!
- Ensure copies of the program flyer are sent out to members to “save the date” as well as handed out at preceding programs/events as “previews” of future events
- Line up Hospitality Committee volunteers for the event
- Confirm program date with speakers, any special needs (AV, etc.) and request a short bio for introductory purposes

#### **3-4 Weeks in Advance**

- Request that the NEWH, Inc. Office email program flyer to chapter mailing list
- Finalize catering requirements with venue
- Confirm sponsorships
- Set-up RSVP sign-in sheet with name, company, phone number, member or non-member and method of payment (see attached example)
- Prepare Core Group phone tree script (see attached example)
- Ensure NEWH Briefcase is stocked with membership applications and collateral. If inventories are short, request additional materials from either the appropriate Director or NEWH, Inc. Office

#### **1 Week in Advance**

- Activate Core Group phone tree and issue script to Hospitality Director. Call all members to remind them of the details of the program and to RSVP
- Prepare program script for President (see attached example). Solicit input from other Directors as necessary
- Confirm Hospitality Committee volunteers for event and ensure they can arrive at least 20 minutes prior to start time

#### **3 Days in Advance**

- Confirm final attendance count with venue
- Finalize RSVP sign-in sheet
- Touch base with speakers for any last minute details
- Forward program script to President for review

### **Executing the Program Event**

- Items needed for the event:
  - NEWH Briefcase (membership applications, collateral, corporate sponsors poster)
  - Sign-in sheet, nametags and pens
  - Flyers for upcoming programs/events
  - Copy of program script
  - Greet venue contact and confirm arrangements/times

Greet speakers and sponsors and ensure they meet Board Executive Committee, etc.  
Assist Hospitality Committee volunteers in set-up  
Confer with President on program script and speaker bios, sponsorship information, and any last minute changes  
Assist asking attendees to be seated and in calling meeting to order  
When called upon, discuss/promote upcoming programs and solicit committee volunteers  
When program is concluded, thank speakers  
Gather program fees collected and the NEWH Briefcase  
Ensure venue bill is paid, or bill is obtained for payment

### **Closing out the Program**

Once you have executed a successful program, you have several responsibilities to fulfill before putting it into the books as final. These items are:

Providing the Secretary the names and addresses of the speakers and sponsors for thank you notes  
Prepare Program Report for submission at next BOD meeting and to be kept in Programming Directors historic binder  
Ensure venue bill has been paid

CONGRATULATIONS ON A JOB WELL DONE!