

## **CHECKLIST FOR A ONE DAY STATE CONFERENCE/BOARD MEETING** **Summer, Fall and Annual Meetings**

### **Twelve to six months in advance**

- Date and location set for meeting by State program planning committee and host branch
- Date announced at Board meeting by State Program Vice President
- Date announced in the *Marylander*

### **Six months in advance**

- Branch appoints Conference Chair and Co-Chair
- Conference Chair & Branch Appoint Committee Chairs and committee members
  - Site
  - Food
  - Overnight Accommodations if needed
  - Registration
  - Publicity
  - Administration (conference materials, signs, etc.)
  - Others as needed
- State Program Vice President and State Program Planning Committee develop program: agenda speakers and workshops
- State President develops the business meeting agenda
- Host Committee arranges meeting with facilities manager about food. State Program Vice President, Conference Chair, and Committee Chairs attend meeting.
- Plan meals considering special dietary needs: Breakfast, lunch, water, soda, and coffee.
- Conference Chair, Program Vice President, Site Chair and Food Chair develop the registration fee to cover anticipated costs.

### **Three months in advance**

- State Program Vice President writes article for *Marylander* with speakers' biographies, agenda, registration form, driving directions etc.
- Conference Chair and Site Committee arrange for room rental, podiums, microphones, audio visuals at meeting site.
- State Program Vice President and host committee arrange for chairs, tables, room set- up, directional signs.
- Accommodation Chair arranges for overnight accommodations

### **During the last two months**

- All conference chairs regularly recheck arrangements and solve any issues.
- Host Committee collects registrations.