

ANNUAL MEETING TIMELINE

February

- State Board invites a branch to be the host for the next year's annual meeting.

April

- State President announces location of the next year's annual meeting at the State annual meeting.

May

- Branch board appoints annual meeting chair & treasurer

Summer

- Branch President and annual meeting chair meet with previous annual meeting chair and State Program VP. This will likely involve several meetings concerning themes, speakers, number and length of presentations, number of meeting rooms, AV needs, etc.
- Receive annual meeting report, name tags, signs from previous annual meeting. Search for meeting venue and hotel for the annual meeting (may be two different locations).

September

- Start volunteer sign-up; publish sign-up sheet in branch newsletter with descriptions of responsibilities of each committee
- Annual meeting chair signs contract with hotel and meeting venue - copy to State Program VP and Treasurer.

October

- Promote annual meeting at branch meetings and in branch newsletter
- Send out information flyers to each branch president for distribution within each branch
- Report on meeting logistics at the AAUW Maryland Fall board meeting.

November/December

- Submit article for the winter *Marylander*
- Plan meals and determine costs. Remember to include a vegetarian selection for each meal.
- Meet with hotel sales rep – schedule receptions, determine hospitality prices, reserve tables, meeting rooms, audio-visual equipment if necessary

January/February (varies based on date of the annual meeting)

- Prepare publicity/status report for winter board meeting
- Determine what materials will be distributed at the annual meeting.
- Ask local Chamber of Commerce for handouts.
- Prepare article for *Marylander* which includes:
 - Registration form
 - Driving directions
 - Hotel reservation information

- Costs
- Contact information person name, email and/or phone
- Local convention events (dinner, tours, etc.)

April

- Confirm plans with venues, hotel, caterer

THE ANNUAL MEETING

May

- Send thank you notes to committee and send financial report to Treasurer.