

Professional Membership **SUGGESTED PLANNING SHEET FOR VP PROGRAM**

ORIGINALLY FOR FEBRUARY 23-25, 2005 AT THE HYATT REGENCY GREENVILLE BY ANNA SUMABAT TURNER

BUT RECONFIGURED FOR 2023 EMBASSY SUITES AND FUTURE MEETINGS AND/OR VIRTUAL

CHECK	MONTH	
	<b>JANUARY</b>	<p><b>As Program-Elect until VP Program Chairman in June:</b>            Review signed contracts from Counselor for current and future meetings.            Obtain brochures from next-year's hotel and City Council advertising Conference site.            Obtain additional door prizes and envelope freebies/snacks, etc. from donors for this year.            Confirm a theme with the SCAFCS Board before the February Conference.</p>
	<b>FEBRUARY</b>	<p>Make name tags and Envelope tags (and Door prize tags/list) (work with Program Chairman)            Confirm speakers who will be staying in hotel overnight, make fruit baskets/bags to be placed in their rooms or given when they check in at the hotel desk.            Help stuff envelopes after the Wednesday night meeting. Label all speaker gifts.            Assist at the registration table. Give speaker gifts to Presenters before each session.            Place brochures for your locale at each place-setting for the final luncheon at the Conference.            Help the President to determine Conference Committee Members to assist you.            Seek and personally contact (and get their information) potential speakers for next year.            Talk to the vendors and give them the dates and location of the next Conference.            Make a dynamic invitation presentation and invitation to the membership.            Collect and tally Evaluation forms for the Chairman. Note changes to be made. Ideas?            Distribute PDUs and CEUs as directed by the Board/ Program Chairman.            Go with VP Finance and Program Chair to see how final payment of the bill is done.            Obtain all former tags, envelopes, left-over prizes/gifts, etc. from the Current Chairman.</p>
	<b>MARCH</b>	<p>Put an article in the Newsletter with the dates for next year's Annual Meeting.  <i>Make sure new Program-elect gets new contract copy from Counselor and work with her.</i>            Double check address, costs involved in the contract, and Hotel staff contacts.            Determine if any other associations will be joining in the next Conference (other states? Related groups? Extension? Student organizations?).            Prepare and send (as soon as they are identified) Speaker Invitations to Present. (Their completed information will help in developing the Conference Program.)            Contact Vendors and get on their calendars. Send out Invitations and Contracts for Vendors.</p>
	<b>APRIL</b>	<p>Prepare a sign-up sheet to pass around at the Board Meeting to determine dates, e-dresses and phone numbers of those interested in planning the Conference.            Place any final questions for approval in the spring Board report.            Remind all Community Chairmen of their duty to help determine speakers and topics before June or July so info can be posted at least by August 1 (tentative schedule posted asap).            Obtain suggestions and addresses for speakers and tours.</p>
	<b>JUNE</b>	<p>Contact hotel Convention staff and schedule a planning room, tour, meal, and copies of the contract, menu options, hotel map, and equipment costs.            Contact planning committee to schedule a planning session (vote on tentative agenda, when/how to have PDUs/CEUs given, and running of the silent auction [who will oversee it, security, tallying and announcing winners, collection of \$, etc.).            Find out SCDE plans for Pre-Conference meetings/PDUs.            Send information and obtain/finalize vendors for the February Conference.            Make any changes to costs and registration form; get board approval. Put vegetarian and special dietary options on forms (need hard copy .docx and GoogleForms registrations &amp; Square formats ready to put online asap but August 1 at the latest).</p>
	<b>JULY</b>  <b>LAST WEEK IN JULY/ AUGUST</b>	<p>Meet at the Hotel if at all possible to make final plans, table linens/centerpieces, and computer screens/set-up, staging/storage room, and room assignment decisions.            Contact all Community Chairmen to remind them of their duty to determine speakers and topics as soon as possible.            Secure speakers and necessary workshops and locations for tours and receptions.            Determine and let the hotel know how many meeting rooms you will need for concurrent sessions, dining-setup, and showcase/silent auction areas.            Post tentative program and registration forms. Set up online registration and payment with the Newsletter Editor/Website Manager.</p>
	<b>SEPTEMBER</b>	<p>Early in the month, write to NC and GA affiliates and place invitations in their Newsletters. If a virtual meeting, spread invitation nationally through AAFCS.            Remind all chairmen to submit topics for their sessions, speakers, vitae, and possible</p>

		<p>presenters/reporters for their sessions.  Make sure the Awards chairman has people lined up for awards.  Remind the President to send out personal invitations to past SCAFCS Presidents.  Write a report for the board meeting.</p>
	<b>OCTOBER</b>	<p>Place article and send in a copy of forms and program to Newsletter Editor for publication in Word (.doc) format. Photos in .jpg and captions are appreciated.  Send a tentative program to AAFCS to apply for PDUs and CEUs.</p>
	<b>NOVEMBER</b>	<p>Send out information and registration to the membership through the Newsletter Nov. 1  Send registration and agenda to all speakers and presenters.  Invite retirees and retired members to the meeting. In order to honor, Past Presidents then obtain confirmation before February so you can order flowers if you so wish.</p>
	<b>DECEMBER</b>	<p>Check with speakers for equipment needs. Obtain door prizes provided by vendors.  Purchase or order speaker gifts (at after-Christmas sales, etc.), registration envelopes, badges.  Work with the Program-Elect to obtain door prizes.</p>
	<b>JANUARY</b>	<p>Print agenda – check with awards chairman for awards agenda. Check the evaluation form and determine the best way to get attendees to fill out and submit them.  Contact the hotel chef and verify final menu plans and service options.  Verify speaker needs and let them know room numbers, check in info, set-up, etc.  Turn in final room needs, equipment needs, and menus to the Conference facility.</p>
	<b>FEBRUARY</b>	<p>One week prior, <b>Program-Elect sent information for name tags</b> (work with the treasurer for a list of registrants) and packets, registration table needs and organization, and print off signage for the hotel if necessary, and print programs, silent auction forms, place cards for head tables, vegetarian table tags for servers, reserved seat signs for photographers for Newsletter, President's table, etc.  <b>Fruit baskets/bags for guest speakers' rooms.(Program-Elect?)</b>  Greet all vendors personally, and meet all speakers and help set-up.  <b>Dispense gifts to Presenter/Reporters to give to speakers. (Program-Elect?)</b>  Oversee flow and progress of program. Program-Elect to help registration table and to give special meal tags out so waitstaff can easily identify needs.  Go with the VP-Finance to pay final fees for the Conference.  Give all information (digital etc.) to Program-Elect, as well as name tags collected.  (Volunteer to help the Program-Elect in their Planning Committee?)</p>
	<b>MARCH</b>	<p>Send thank you notes to speakers, presenters, and vendors. Be sure to thank the university student supervisors . . . they do so much work and appreciate the note.  Write analysis and summary of the entire event to the Newsletter editor (photos if you have them should be included to add to her photos).  Write a final report to the board.  Assist the new VP Program by updating this checklist and adding needed suggestions then email a copy to the new VP Program, President, Newsletter Editor, and the Chairman of Bylaws &amp; Procedures.</p>