

Complete this form and turn in to Program Committee Chairperson 60 days in advance. Final details required no later than 1 month prior to scheduled event to allow for announcement setup / website and payment registration setup.

BOD Coordinators:	
Responsibilities:	
Speaker(s):	
Location (Name/Address):	
Catering Company:	
Event Date / Time:	
Topic:	
Type:	<input type="checkbox"/> ½ Day PDC <input type="checkbox"/> Full-Day PDC <input type="checkbox"/> Dinner Mtg. <input type="checkbox"/> Tour

Tasks to assign / complete:

- Contact speaker(s) ASAP to lock-in date for event**
 - Ask for bio and/or content summary
- Contact venue ASAP to lock-in date for event**
 - Ask about things we need to provide
 - Projector | Screen | Laptop | Conf. call box

Goal: Event is announced at the preceding event or one month in advance.

- OUTREACH | Contact Communications Committee**
 - Send out membership invitation
 - Post to website
 - Social media plug
- FINANCE | Contact Treasurer regarding costs**
 - Catering authorization
 - Dinner bills
 - Venue costs
 - Speaker gift needs
 - Travel costs
 - Et cetera
- EVENT | Running Tasks**
 - Registrant sign-in / payment list
 - Registration / payment collection person
 - Registrant nametags
 - Printed event materials
 - Payment arrangement
 - Event introductions