

Professional Program Planning

Organization - Provide the necessary information and organization to ensure the success of the program and the wellbeing of the presenters.

Speaker(s) - It takes more than knowledge to be a good presenter.

Audience - Guarantee an appropriate audience.

Months in Advance

- ✦ It's never too early to contact potential speakers.
- ✦ When requesting a speaker/presentation, know in advance what you're looking for.
- ✦ Presenters have carefully planned their programs. Please don't ask them to condense a 30- minute program to fit your schedule.
- ✦ Be prepared to provide details - such as when, where, how often, length of presentation, who is coming, etc.
- ✦ Give speakers the best way to get in touch with you so they can respond ASAP - email, work phone, cell phone.
- ✦ If you are acting as the go-between, let the speaker know and provide contact information for the organizer.
- ✦ Ask about audio/visual needs as well as requirements for tables, electricity etc.

The Week Before

- ✦ Follow-up again with all speakers, making sure you are able to meet their needs: table, power outlet, screen, etc. Double check date, time and location.
- ✦ Be specific with directions. Out-of-town speakers will probably not know your area well.

Things to Consider

- ✦ Ask the speakers to arrive early so they can meet each other, set-up and make sure there is plenty of time to provide extra needs.
- ✦ Have a set amount of time for stops at each station. Blow a horn and allow a few minutes for groups to rotate.
- ✦ Spread your groups out, especially indoors. Your speakers should not have to compete for attention.
- ✦ Make sure your group leaders know the scheduled rotation of stations.
- ✦ Your speakers may be talking all day, please make sure they get scheduled restroom breaks or that someone can supply them with a drink or snack.
- ✦ Don't change the schedule to accommodate one speaker without notifying all the speakers to make sure it works for them.
- ✦ Try not to have varying age groups. It is difficult to relate to high school kids and 1st graders in the same presentation.

The Big Day

Ask your volunteers to greet the speakers and offer assistance.

The Week After

- ✦ Send a thank-you note. If you're planning additional programs mention that you look forward to their continued involvement.
- ✦ A follow-up survey sent to everyone involved is a great way to determine how the program could be improved in the future.