

Program Checklist

- **Committee**
 - Determine number of committee members needed to plan and carry out activity
 - Solicit volunteers and meet to divide up the following areas/tasks:

- **Program**
 - Find speaker, presenter, leader, or entertainer
 - Find location, if not at TRS
 - Arrange with Treasurer for payment or honorarium

- **Food Arrangements**
 - If meal, find caterer or other food vendor, determine menu and set cost with committee using WoTRS Fee Guidelines
 - If applicable, have President(s) sign contract
 - Arrange with Treasurer pay caterer/vendor
 - If serving refreshments instead of meal, arrange for purchase and drop off location
 - If needed, organize food contributions from volunteers and drop off location
 - Arrange for volunteers to help with set up and clean up

- **Publicity**
 - Submit TRS Connection article to WoTRS Connection Liaison
 - Submit WoTRS e-letter article to WoTRS newsletter editors
 - If other publicity is warranted, submit write up to, WoTRS Publicity Chair
 - Arrange for photos to be taken at event and posted on TRS Facebook

- **Room Arrangements**
 - Submit room set up form to temple office or discuss with other venue
 - Include all equipment, table decorations, signage, etc.

- **Registration**
 - Submit Eventbrite form to temple in office at same time as Connection article is submitted
 - Obtain attendance list and nametags from office the day of event
 - Have someone at registration table to welcome, hand out nametags and collect any cash from walk-ins
 - Submit cash to Financial Secretary

- **Other Duties of Chair**
 - Send thank you notes to all committee members/volunteers
 - Report donor points for committee members/volunteers to Donor Point Chair
 - Prepare and submit “End of Year Report” to your Vice President and President(s)

Revised Spring 2017