

Program Committee To-Do Checklist

Pre-meeting:

1. Contact the guest speaker
2. Determine if the guest speaker has any audio-visual, technology needs or needs the room set up in a particular way.
3. Submit a brief bio introducing the guest speaker to the Communications committee for submission in the newsletter
4. Submit the guest speaker's dinner choice (when applicable) to the Dinner Chair
5. Offer to transport to or meet the guest speaker at the meeting

Committee Member In-Charge

1. _____
2. _____
3. _____
4. _____
5. _____

At the meeting:

1. Introduce the guest speaker at the meeting
2. Present a stipend or monetary contribution (to singers) to non-member guest speakers.

3. Take photos

1. _____
2. _____
3. _____

Post-meeting:

1. Provide the Corresponding Secretary with the name and mailing address of the guest speaker so a thank you can be sent from the Chapter.
2. Send photos to the Website committee

1. _____
2. _____



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

