Program Committee Job Description

Livermore Amador Valley Garden Club

March 2023

Prepared by Beth Clark

After the program committee is appointed for the coming year, committee members will meet to discuss potential speakers for the coming year. Depending on the number of members, one committee member might take on the role of Coordinator.

Before the meeting each committee member should create a list of potential speakers. At the meeting members discuss potential speakers and topics and comes up with potential dates. Committee members then contact the speakers they have proposed to determine whether the speaker is interested, is available on the proposed date, and whether the speaker is within the LAVGC speaker budget. Each member reports back to the Coordinator. The Coordinator makes sure that the calendar is not double booked. Then members who made contacts confirm the presentation and date with their speaker and request additional information from them (see below).

## Information to discuss with the speaker

The member contacting the speaker should discuss the following:

* Meeting date, time, place, and time when the speaker would be presenting.
* Speaker’s fee
* Information about the Club: how many members expected at the meeting, where the Club meets
* Equipment the Club will provide: P. A. system, projector if needed, tech assistance. The AV team will tell the committee member whether the speaker will need to bring a computer if using media.
* Where the speaker can load and unload.
* Possibly invite the speaker to dinner or Club potluck before meeting and provide details. (Dinner before the meeting has not resumed since in-person meetings have started again after Covid.)

## Follow up with the speaker

The initial contact with the speaker might be months ahead of the date of their program. So the committee member should contact the speaker again a couple of months ahead of the scheduled presentation to discuss the program and make sure that all information that both the speaker and LAVGC members need is available. Remember that information about the presentation and requirements must be given to the newsletter editor and publicity chair by the 15th of the month before the meeting so allow plenty of time for that--for publicity, the more lead time the better—and AV needs to be planning what equipment they need also.

## Information to get from the speaker

This information needs to be passed onto the newsletter editor, publicity chair, and AV team:

* Speaker contact information: telephone, email address, home address (where fee would be sent).
* Confirmation of the speaker’s topic and official title of presentation
* Whether the speaker is okay to have their program recorded and posted on the LAVGC website
* Short bio of speaker
* Short paragraph on what the presentation will cover
* Will the speaker use media? If so, what type.
* Set-up requirements, like tables, for presenting or selling items.
* For payment purposes, exact information on who the check should be written to and address if it is to be mailed.
* If dinners with the speakers have resumed, confirm if the speaker will be available for dinner.

**Tip:** You can use the form at the end of this document to record speaker information.

## Information to send to other members

Send the following information to Club members.

To the Newsletter editor, Zoom master, publicity chair, and program committee--by the 15th of the month before the meeting:

* The official title of the presentation
* A brief description of the presentation and a line or two about the presenter.
* Whether there will be a dinner and, if so, the contact for the dinner host.
* Speaker bio that the program committee member can use for the meeting introduction. Typically, the committee member in contact with the speaker does the introduction.

To the treasurer:

* Name, email address, and mailing address for the speaker.
* Amount of the fee
* Who the check should be written to
* Whether the check should be mailed or available at the in-person meeting

## If the speaker is presenting over Zoom

It is not clear for the 2023-2024 membership year whether we will continue with hybrid meetings. If so, it is possible that some of our speakers could present over Zoom. If that is the case, contact the Zoom master at least a couple of weeks before the meeting so that the Zoom master can arrange a practice Zoom session with the speaker to make sure they know how to present over Zoom.

## Dinner hosting

The Club member contacting the speaker is usually the host for the pre-meeting dinner. However, the member can ask another member to do this. Hosting requires collecting the names of those attending the dinner and notifying the restaurant of the number and of the time. One host dinner and that of the presenter and assistant are covered by the Club. The host submits the bill for these dinners to the treasurer. Others will pay for their dinners.

## Website updates

On the website is a file that shows the programs for the last several years. It also includes links to speaker videos for speakers who have agreed to have their programs recorded.

* When the speaker roster is firm, ask the website chair to give you the Word file called LAVGC\_Speakers.docx and update it with the program information for the year. Create a PDF of the Word file and give the website chair both the Word file and PDF.
* If the speaker’s program is recorded, get the link to the recording from whomever is responsible for uploading the program recordings to YouTube. Then contact the website chair and ask for the LAVGC\_Speakers.docx Word file. Add the link to the row with the speaker’s program. Create the PDF and send both the Word file and PDF created from it to the webmaster.   
    
  **The files stored in website storage are the master files. So always check them out of the website and check them back in. Don’t work from files you’ve saved on your computer. i**

## Information collection sheet

The following form should be filled out to collect information needed to inform others.

Speaker name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who should check be made out to?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other accommodations requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic to be presented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the speaker giving a slide presentation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of tables needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_