



Planning a Chapter Meeting 101

1) Leadership must determine the answers to the following questions:

- a. *What is the idea or goal of this event? For example:*
 - i. A single presentation on a specific topic
 - ii. A panel of speakers discussing a specific topic
 - iii. A workshop
 - iv. Chapter social event to increase member participation and leadership development: show a movie, appetizers at a local restaurant, etc.
- b. *What is needed/expected for this event? For example:*
 - i. X amount of attendees
 - ii. Speaker(s)
 - iii. Venue for X amount of attendees
 - iv. Audio visual (AV)
 - v. Food/beverage
 - vi. Marketing materials
 - vii. Additional sources of funding
- c. *What is the budget of this event?*
- d. *2-3 dates and times for the event that provide 1-2 months lead time.* (Monday-Thursdays generally work best for on-campus events as attendees are most likely already on-campus. Weekends might be difficult, but could be considered depending on the event's goal.)

2) Assign tasks to leadership and/or volunteer members:

- a. *Determine speaker(s) availability if applicable. Confirm their:*
 - i. Full name as they wish it to read on the invitation
 - ii. AV needs
 - iii. Presentation title
 - iv. Possibly three presentation objectives to help market the presentation
 - v. Possibly obtain a professional portrait for the invitation
- b. *Determine venue availability*
 - i. Auditoriums, classrooms, theaters, off-campus venue, etc.
 - ii. Personnel requirements?
- c. *Create an invitation that includes:*
 - i. Date
 - ii. Agenda (start time for: reception, presentation, Q&A, as well as the anticipated end time)
 - iii. Venue
 - iv. Speaker's full name as they wish it to read on the invitation
 - v. Speaker's presentation title
 - vi. Presentation objectives/goals

- vii. Will there be light fare and beverages?
- d. *Begin requesting additional funding as applicable*
- e. *Publicize the event at least 3 weeks in advance:*
 - i. Flyers: classrooms, common areas, dorms, dining facilities, common walkways, etc.
 - ii. Social media: Personal and the AMS Graduate Student Chapter Private Group Facebook pages, Twitter, etc.
 - iii. Chapter Website
 - iv. AMS Graduate Student Chapter Newsletter
 - v. E-mail notices: include professors who might remind students
 - vi. Flyers passed out to classes which specifically relate to the topic of the event
 - vii. Writing on classroom chalkboards or whiteboards about the event
- f. *Stay in touch with speaker(s) as applicable:*
 - i. Share flyer
 - ii. Check in about any changes in needs 1 week and 1 day before the event
 - iii. Ask that they arrive 30 minutes before event to ensure all AV is working properly
- g. *Host the event:*
 - i. Assignments for (as applicable):
 1. Set up the venue: seating, tables and food/beverages
 2. Set up AV
 3. Greet speaker(s) and prepare their AV needs
 4. Greet attendees (sign-in sheets for collecting possible new member names and emails? Name tags? Handouts?)
 5. Take pictures and/or videos of the event for Chapter website/Facebook or AMS newsletter/Facebook/YouTube/Twitter/Notices
 6. Introduce the speaker(s)
 7. Encourage Q&A
 8. Thank attendees for coming
- h. *Follow up on the event:*
 - i. Email attendees thanking them again for attending, sharing links to images, asking for feedback and request suggestions for future topics/events
 - ii. Share the event pictures and/or videos with AMS via Jenny Phothisarath jxp@ams.org