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

h. 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