AMS Graduate Student Chapters
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 the AMS Membership Department at: membership@ams.org