

Program Committee

Scope: The Program Committee is responsible for providing a diverse, interesting and educational program for the stevne. We attempted to have programs with practical applications, as well as programs with cultural and historic information.

The committee may consist of three to six members, one of whom is designated chairperson.

Responsibilities:

- Develop/determine stevne theme
- Develop program ideas (speakers, presentations, demonstrations, performances)
- Develop specific program schedule (including room assignments)
- Develop and maintain contact with presenters.
- Confirm speaker fees and presentation time/date with presenter in writing.
- Determine speaker a-v needs and room arrangements and provide this information to the hotel prior to the stevne.
- Solicit speaker biographies for possible use in the stevne program and introductions on day of presentation (needed in May for program).
- Share program information with lag newsletter editors in time for inclusion in winter/spring and June newsletters.
- Arrange for timely fee payment to all presenters.
- Develop and maintain contact with the hotel regarding room arrangements, specific program and stevne needs.

Specific Tasks:

Step 1: Brainstorm possibilities

Step 2: Contact possible presenters

Step 3: Draw up schedule

Step 4: Contact presenters with specifics of time and payment - in writing. Request biographical information, description of program content and personal introduction to be used - 4 months prior to stevne

- Get list of a-v equipment needed by each presenter
- Provide program information to publicity committee and person publishing the printed program

Step 5: One month prior to stevne, contact each presenter again to confirm their appearance and ask if they have any questions.

Finalize program, contact hotel with time and place for equipment, get introductions finalized and to prepare person to make the introduction.

Program Committee subcommittees (see separate description for each of these):

- Entertainment
- Facilities/Local Arrangements
- Tours