



## **AAUW CA Branch Resource Connection Event**

### **Branch/IBC TO DO LIST**

#### **60-Days Prior to Event**

- Submit application for a speaker

#### **30-Days Prior to Event**

- Contact the speaker to confirm the specifics of the event.
- Ask if she needs assistance with event preparation, such as copying handouts, projector, or a map of the venue.
- Confirm the expected attendance.
- If a meal is to be served at the event, determine if the speaker has any dietary restrictions.
- If the speaker is staying overnight, confirm hotel or host accommodations.

#### **The week of the Event**

- Call the speaker to confirm the visit and reconfirm any speaker requirements.
- Confirm the time she will arrive and who will meet her.

#### **Day of the Event**

- Have someone posted to welcome speaker.
- Take speaker to seating area and help with any bags, handouts or other materials.
- Designate a member to take the speaker around to introduce branch/IBC members.
- Distribute speaker evaluation to attendees, collect and send to Kim Wilbur, Leader-on-Loan Coordinator\*
- After the speech, acknowledge and thank the speaker.
- Provide the expense reimbursement form to the speaker and ask them to complete the form.

#### **After the Event**

- Submit the completed reimbursement form to the branch Finance Officer and send a copy to Kim Wilbur, Leader-on-Loan Coordinator\*
- Write a hand written Thank You note to the speaker – (no emails, please)
- Complete a program evaluation form and send a copy to Kim Wilbur, Leader-on-Loan Coordinator\*

*Send completed evaluation forms to:*

1. By email to: [resource@aauw-ca.org](mailto:resource@aauw-ca.org). (preferred)
2. By paper mail: 1331 Garden Highway • Suite 100 • Sacramento • CA • 95833

*Revised: January 2018*