

AAUW CA Leader on Loan Program 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 Julika Barrett, Leader-on-Loan Coordinator*
- After the speech, acknowledge and thank the speaker.
- Provide the expense reimbursement form to the speaker and request he/she to complete the form.
- After the event, submit the completed reimbursement form to your branch Finance Chair and send a copy to Julika Barrett, Leader-on-Loan Coordinator*
- Write a handwritten Thank You note to the speaker – (no emails, please)
- Complete a program evaluation form and send a copy to Julika Barrett, Leader-on-Loan Coordinator*

Send completed evaluation forms to:

1. By email to: leaderonloan@aauw-ca.org. (preferred) 2. By paper mail: 1331 Garden Highway • Suite 100 • Sacramento • CA • 95833 Revised: January 2018