

## Checklist Program Chair

### Month Specific

#### **May:**

- ❖ Set up calendar of events for the upcoming membership year. Events usually are the second Thursday of the month, except the Spring Conference, which is normally the third Friday of April, as follows:
  - August = Informal “meet & greet” event, more social than program-driven, usually in the afternoon
  - September = Lunch – N- Learn
  - October = Lunch-N-Learn
  - November = Lunch – N- Learn
  - December = No Chapter Meeting
  - January = Lunch-N-Learn
  - February = Lunch-N-Learn
  - March = Lunch-N-Learn
  - April = Annual Spring Conference
  
- ❖ Send out initial request to speakers.

**June:** Confirm locations and follow-up to confirm speakers.

**July:** Dates, locations, and majority of speakers should be confirmed.\*

---

### Monthly IPMA-HR Event Checklist

- ❖ Obtain speaker information to prepare biography and to include in monthly flyer for two months out for inclusion on tables for current month’s meeting. Send to Secretary for use in monthly meeting announcement and proof final announcement.
- ❖ Send biography and presentation information to webmaster.
- ❖ Send survey link to Secretary within one week following the monthly meeting. Make 45 – 50 copies of next month’s meeting announcement for meeting
- ❖ Buy/ verify speaker “thank you” gift; bring to monthly meeting.
- ❖ Buy drawing gifts; bring to monthly meeting.

\*Have a back-up speaker on stand-by.