

IAEM Washington DC Chapter  
**Timeline for Luncheon Program Planning**

| <b>Activity</b>   | <b>Target</b> | <b>Completed</b> |
|---|---------------|------------------|
| Define topic with Program Committee   | 8 weeks out   |                  |
| Obtain facility/contact info from Vice Chair                                  | 6 weeks out   |                  |
| Obtain speaker(s)   | 6 weeks out   |                  |
| Receive program outline from speaker and submit to News Notes editor/designer | 5 weeks out   |                  |
| Define speaker('s) AV requirements  | 4 weeks out   |                  |
| 1 <sup>st</sup> Promotion   | 3 weeks out   |                  |
| Receive speaker bio/introduction and submit to Vice Chair/Program Chair       | 3 weeks out   |                  |
| Send speaker confirmation   | 3 weeks out   |                  |
| Submit completed Program Worksheet to Vice Chair/Program Chair                | 2 weeks out   |                  |
| 2 <sup>nd</sup> Promotion   | 2 weeks out   |                  |
| Sufficient copies of evaluation made for distribution on site                 | 1 week out    |                  |
| Send thank you to speaker   | 1 week post   |                  |

Note:

The Vice Chair/Program Chair is responsible for working with other members of the Board to find a facility for each luncheon. He/she is also responsible for luncheon guarantees, room sets, placing the order for AV and tallying the program evaluation forms.

IAEM Washington DC Chapter  
**Program Worksheet for IAEM Coordinators**

**Program Date:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Speaker #1\*:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Speaker #2\*:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Audio Visual Needs**

**Microphone:**  Lavalier  Podium  Not Needed

**Projector/Screen:**  LCD  Overhead  Not Needed

**Flip Chart/Markers:**  Yes  No

**Other:** \_\_\_\_\_

**Promotion #1, via:**  Fax  E-mail  Newsletter  Other: \_\_\_\_\_

**Target Distribution Date:** \_\_\_\_\_

**Actual Distribution Date:** \_\_\_\_\_ **# of People:** \_\_\_\_\_

**Promotion #2, via:**  Fax  E-mail  Newsletter  Other: \_\_\_\_\_

**Target Distribution Date:** \_\_\_\_\_

**Actual Distribution Date:** \_\_\_\_\_ **# of People:** \_\_\_\_\_

**Attendance:** **Gross Pre-reg:** \_\_\_\_\_ **Guarantee:** \_\_\_\_\_

**Program Outline Rec'd:** \_\_\_\_\_ **Speaker Bio(s) Rec'd:** \_\_\_\_\_

**Confirmation Sent:** \_\_\_\_\_ **Thank You Letter Sent:** \_\_\_\_\_

**Program Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

- Attach another sheet for additional speaker information
- Submit to Vice Chair/Program Chair approximately 2 weeks out from the date of the program.

## **SPEAKER CONFIRMATION SAMPLE**

Date

Name  
Organization  
Address 1  
Address 2  
City, State Zip

Dear [Name]:

The IAEM Washington D.C. Chapter is delighted to confirm your participation in our upcoming luncheon program.

Please review the information in the Speaker Confirmation (attached) and contact me if you have any questions. Please note those areas where we may still need information from you. Please respond to these issues as soon as possible so we can ensure your success.

Thanks again for your participation and support. I'm sure your expertise will lend itself to a great program!

Sincerely,

[Your name]  
Program Coordinator  
IAEM Washington DC Chapter

IAEM Washington DC Chapter  
**Speaker Confirmation**

**Program Title:** \_\_\_\_\_

**Date of Program:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Format:**

Luncheon program preceded by a reception and meal. Please join us, compliments of IAEM!

**Schedule:**

11:45am – 12:30 pm Luncheon registration and reception  
12:30 pm – 1:15 pm Lunch  
1:15 pm – 2:00 pm Program

**Audience Overview:**

You will be speaking to a group made up of exposition managers and organizers as well as suppliers to the exposition industry. Our exposition managers work for trade associations, independent show management companies and may produce trade or consumer events.

We register approximately 65-85 participants every month. Most register one week before the event, but we usually take registration by phone and fax until the day before each program. We also allow on-site registration.

**Audio Visual:**

Microphone:     Lavalier     Podium     None requested\*  
Projector:        LCD             Overhead     None requested\*  
Flip Chart/Markers:     Yes             No

\* If no AV is requested by date specified below, none will be provided.

Request AV by: \_\_\_\_\_

**Program Outline:**

Received, thanks     Submit by: \_\_\_\_\_

**Speaker Bio/Intro:**

Received, thanks     Submit by: \_\_\_\_\_

**IAEM Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **SPEAKER THANK YOU LETTER SAMPLE**

Date

Name  
Organization  
Address 1  
Address 2  
City, State Zip

Dear [Name]:

Thank you for your wonderful presentation to the IAEM Washington D.C. Chapter.

Your support enables us to continue our mission to provide for the education and professional growth of our members. We really couldn't have done it without you.

I hope you will consider speaking to us again! If you have an idea for another topic or want to play a role on our program committee, please contact our Chapter Vice Chair/Program Chair (listed in the margin), who will follow up with you at a later date.

If there is anything I can do to support your own efforts, please let me know.

Sincerely,

[Your name]  
Program Coordinator  
IAEM Washington DC Chapter



# Luncheon Program Evaluation

## IAEM Washington DC Chapter

Please rate today's luncheon program on a scale of 1-6, with 6 being the best score.

|   | Poor |   |   |   |   | Great |
|---|------|---|---|---|---|-------|
| 1. What is your overall opinion of the program? | 1    | 2 | 3 | 4 | 5 | 6     |
| 2. Was the topic relevant and useful to you?    | 1    | 2 | 3 | 4 | 5 | 6     |
| 3. Was the presentation clear and complete?     | 1    | 2 | 3 | 4 | 5 | 6     |
| 4. Was the instructor effective?                | 1    | 2 | 3 | 4 | 5 | 6     |
| 5. Additional comments:                         |      |   |   |   |   |       |

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6. To help us develop luncheon topics relevant to your daily work, please identify the challenges you face regularly or responsibilities that are new for your position:

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7. Please submit your name and e-mail if you have some strong opinions about how we can improve. We'd love to have you participate in the Program Committee!

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Thank You! We value your opinion.