

# GCWC Program Committee Member Coordinator Role

## After September program planning committee meeting -

- Contact your assigned potential speaker and inquire of their interest and availability to serve as a presenter for GCWC. If potential speaker is interested, confirm that they can commit to the date identified in the meeting. (If date doesn't work, but speaker is interested, contact program chair to see about switching speaker dates).
- If all is a go, confirm speaker availability and date with president and program chair.
  - Speakers present for 45 minutes + 15 minutes for Q&A
  - Honorarium of \$280 is for speaker (note- this fee must cover any special equipment or room reservations costs should there be any)

**2-3 months prior to your program date** – obtain speaker bio, photo and synopsis of their presentation. Provide this information to the Secretary for the evite. Use this information to draft your introductory remarks for the meeting.

## At least 1 month prior to your program date -

- *If speaker will present at WMPAC - Connect speaker to WMPAC (John Zirkle and Danielle McClain) for Audio Vision Equipment needs*
- *If speaker will be presenting at Big Sky Chapel (or other venue), determine any equipment needs for presentation (projector, laptop, screen, power cord, a power strip, sound, or other needs)*
  - ***Please understand that the location hostess is not responsible for any equipment***
  - It is ideal if the presenter has a laptop and a projector that works with their laptop.
  - If we agree to supply a Laptop, Projector, or Screen, BE SURE TO RESERVE well ahead of time.
    - *Screen – All venues have screens*
    - *Projector – Contact Program Committee Chair if needed*
  - Tips
    - If the speaker has their presentation or slides on a flash drive (thumb drive, data stick or whatever else they are called), be sure to use a PC that has been tested with the projector being used.
    - If your speaker is local and available, TEST EQUIPMENT ahead of time.

## At least 2 weeks prior to your program date -

- Contact the speaker a couple weeks ahead of the program
  - For one last check-in and reminder. If the speaker is unable to present, contact the program committee chair AS SOON AS POSSIBLE.
  - For interesting facts for your introduction.
  - To ask the speaker who the honorarium check should be written to.
  - To arrange for a place to meet your speaker when they arrive in Big Sky (the Conoco is an easy-to-find spot for speakers from out of town).

