**Programming**

The programming Chair is responsible for ensuring that there are four interesting and informative programs each year during her term as first vice president. She is open to programming ideas from the membership and may solicit the membership formally or informally anytime during chapter meetings. She may also obtain ideas for programming from additional sources such as the local newspaper or radio station, Directory of Community Services located online at the Carroll County Public Library (search speakers bureau), and programming ideas at [www.dkg.org](http://www.dkg.org), or other chapter websites. If she desires, the programming chair may use a handout to poll the membership regarding programming ideas and then have members vote on the their choice of four of them by the April meeting.

**What the speaker needs to know**:

* The date of the presentation
* The location of the presentation; directions if needed
* The time of the presentation; (Social time from 6:00 p.m. until 6:20; speaker presentation begins at 6:20)
* How long they will have to speak: between 45 minutes and 60 minutes which includes time for questions and answers.
* Average number of members that attend the meetings (35 perhaps) in case they have handouts or other materials for the members
* Describe available equipment; the speaker may not know what equipment they will need right away (see note below about equipment needs)
* Let the speaker know that our chapter offers an honorarium and ask them if they are able to accept it (see note below about honorarium)

**Speaker introductions**: If a member recommended the speaker, ask that member if they will be the speaker contact person and if they will be at the meeting and introduce the speaker. If you are the main contact for the speaker, ask the presenter to e-mail you biographical information so that you can introduce the speaker.

**Equipment Needs**: Find out if the speaker needs audiovisual equipment for his or her presentation. The school media center can provide a laptop, data projector, screen and remote control. Does the speaker need a cart? Is the speaker soft-spoken; he or she might need a microphone. Will the speaker bring a flash drive or a laptop (preferably a flash drive because their laptop might not work with the school’s equipment). Also, the schools support PCs and not MACs so find out from the media specialist what to do if the speaker uses only Apple products. Additionally, you will need to notify the school’s media specialist in advance regarding what kinds of equipment the speaker will need in order to have it set up the night of the meeting. If you can’t do that, get help from another member of the chapter.

**Room arrangement**: Does the speaker need a table in the front to display something? Do they need tables or chairs moved? You may have to get into the media center early to make special set-up arrangements. Everything must be returned to the way they were beforehand once the meeting is over. Also, contact the media specialist and ask for a large trash can for the disposing of refreshments.

**Honorarium**: Find out in advance if the speaker can or cannot accept the honorarium. If they will accept the $50 dollars, contact the treasurer in advance with the speaker’s full name so that the treasurer can have a check available for the speaker the night of the meeting. If the speaker cannot accept the honorarium, the money will be kept in the chapter’s banking account, unless the speaker designates a charity for the money (don’t ask the speaker to designate a charity; that is only if they suggest it in the first place).

**Accommodating the Speaker**: On the night of the meeting, arrive early to meet the speaker. Lead him or her to the location where they will be speaking so that he or she can begin to get settled and start setting up. Be sure to bring from home a cold bottle of water to give to the speaker before their presentation. Offer them some available refreshments and make sure that they are able to set up and be ready to present.

**Thanking the Speaker:** After the speaker’s presentation thank him or her and hand him or her the honorarium (if appropriate). The speaker should receive a note of thanks either in an e-mail or on DKG stationary via snail mail. This note could be sent by either the programming chair or the corresponding secretary (perhaps to be determined beforehand).

(created Nov, 2017 by irw)

(last updated Feb., 2018 by irw)