



“DO’S AND DON’TS” FOR PROGRAM DAYS, EVENINGS & RETREATS

- 1.** Do make it all about the class. Committee members should be attentive to class needs and should maintain a standard of hospitality throughout the program.
- 2.** Do provide opportunities for ALL committee members to take an active role in planning and day of activities. Empower and delegate to your team. Assign greeters, bathroom patrol, bus/parking patrol, food & beverage crew, speaker handlers, tech guru, etc. All hands on deck, please!
- 3.** All committee members should support fundraising.
- 4.** Do explore all areas and regions of Cobb Conty
- 5.** Do try to keep day programs between 8:00 AM and 5:00 PM, with an optional breakfast no earlier than 7:30 AM. Evening programs should be between 4:00 PM and 8:30 PM. Retreats should end by 12:00 PM on Friday.
- 6.** Do build in 20 minutes at the beginning of your program for the welcome from the Program Chairs, introduction of committee, introduction of Memories, and thanking sponsors of the program. Everyone who is thanked should come to the front of the room for this recognition. We will also have class members present “*News, Weather & Sports*” report at the start of each program.

- 7.** Do build in 15 minutes at the end of the day for the class to reflect and reconnect with the objectives and goals of the program.
- 8.** Do plan a minimum of 45 minutes to one hour for lunch without interruption. No speakers during lunch please.
- 9.** Do build in restroom/personal breaks, coffee breaks, and time for the class photo.
- 10.** Do include at least one dynamic speaker to share their personal leadership lessons. The speaker should work within the day's program topic, but their talk should focus on leadership. Make sure to give a copy of the program day itinerary to all speakers to provide a better understanding of other information that will be discussed/presented.
- 11.** Do plan for movement immediately after lunch (activities, tours, etc.) as opposed to a lecture style speaker or panel.
- 12.** Do consider audiovisual needs and consider portable mics whenever possible.
- 13.** Don't allow the class to experience *Death by PowerPoint* or speaker. Please be mindful of presentation times and engagement. Budget 10 minutes for Q&A.
- 14.** Do include highly interactive portions to the day or evening program. We want the class to be engaged and excited!
- 15.** Do incorporate a call to action that inspires generosity and community engagement outside of class requirements.
- 16.** Do ensure that there is sufficient seating for all class, speakers, and committee members.