



LOGISTICS

This is the 42nd year of Leadership Cobb! There have been many exceptional programs and great leaders who have completed the Leadership Cobb experience and given back to their community in numerous ways. We want to continue that success and give the 2025-2026 class of Leadership Cobb yet another wonderful program year! As each of you know, to do so takes careful planning. We are counting on you, the program committee co-chairs, to do just that. The following are some things to keep in mind:

- **ROLES & RESPONSIBILITIES:**

As a Committee Co-Chair, you are responsible for the general planning and overall execution of your respective program. This includes maintaining a planning timeline, up to date run-of-show, and program budget. You are also entrusted with engaging and delegating to your committee.

Kai Lawrence will serve as a resource organizing ideas, maintaining an accurate run-of show, and providing information from previous class years.

Committee members are an invaluable resource recruiting speakers, sponsors, and venues. Be sure to assign tasks throughout the planning process to maximize your members' skillsets. As a Co-Chair, you should be included on all communication with prospective speakers, sponsors, and venues. When confirming speakers, sponsors, and venues, please include Kai for follow up and documentation.

- **SCHEDULING COMMITTEE MEETINGS:**

Committee meetings should be coordinated through Kai prior to setting a firm date and notifying your committee.

- As a first step, please check the LC Google calendar for available time slots.
 - With the LC Calendar link you can view available times even without logging out of your email.
 - Meetings will be held at Croy Engineering. Some committees may require site visits that Kai can coordinate with the venue.
 - Croy Engineering (200 North Cobb Parkway Building 400, Suite 413, Marietta, GA 30062)
 - Once you find a time that works for your committee, please email Kai at klawrence@cobbchamber.org and she will reserve your meeting time and room.
 - Kai will then send your committee a calendar invite, including the chairs (Joyette Holmes & Eddie Wade), vice chairs (Tricia Newton & Andy Gaines) and Kai. ***Please remember to include them on all emails and correspondence with the committee.***
- **SPEAKERS:**

Outline a tentative schedule with suggested speakers. When selecting speakers, check with Kai to ensure that we do not have duplicate speakers throughout the year.

 - Committee Assignments: Decide which of you will take responsibility for contacting each potential participant. **Always remember to re-confirm speakers two weeks before the program.** This assigned committee member should also be responsible for greeting, hosting, introducing, monitoring presentation time, and thanking the speaker during the program.
 - Share the agenda with the speaker as well as the class roster.
 - Obtain and review the speaker's bio ahead of time. Allow plenty of time for questions after each speaker.

- Confirm the speaker's mailing address to receive thank you cards from the class.
- Include a leadership speaker who works in the field of the program day, however their talk should focus on leadership.

- **TRAVEL & TIME:**

If your program requires transportation, please let Kai know as soon as possible. She will book transportation for the class, co-chairs, vice co-chairs and staff, but there may be instances when the committee will need to coordinate carpool plans.

When setting your tentative agenda times, remember to allow travel time (including loading and unloading – about 15 min) if you plan to take the group on the road.

Be aware of the times you are traveling in relation to when traffic is heavy or light. Please note that buses also travel significantly slower than 4-passenger cars.

- **LOCATION SELECTION:**

Select tentative sites for your program and decide who from your committee could best arrange the facilities.

- Parking: When you select your site for the opening session, consider availability of parking. Think about obtaining a facility map showing the special arrangements for class members and directions to the facility. **This is important when emailing information to class members and speakers.**

- Spatial and AV Considerations: When making your site selection, consider lighting and seating arrangements if speakers are to use A/V presentations.

- ***Please be certain that microphones are available at all sites.***

- When planning breakfasts, luncheons and dinners, make sure there is adequate eating space. Don't rely solely on the vendor's judgment. Visit the room to

ensure everyone will have a comfortable eating environment.

- Also, make sure the AV for a function is ordered and will work. Test it on or before the day of the program.

- **BUDGET:**

Committee Chairs are accountable for staying within their budget or fundraising to cover extra expenses.

- You have been given a “cash budget” figure.
- All vendors, caterers, and venues (that you pay for) must be Cobb Chamber members.
- Feel free to look for “in kind” donations/sponsors for activities such as breakfast, lunch, afternoon receptions, collateral materials, etc. ***Please let the Kai know who you want to approach so that we are not asking the same organizations.***
- Remember that all costs (including snacks, drinks, paper products, etc.) come out of your budget. The only thing that will be covered outside of your budget is class transportation.
- Sponsors: You are encouraged to bring in sponsorships to off-set your program costs. Every committee member is a part of the fundraising team. ***When considering and soliciting sponsorships for your program, please check with Kai to ensure that they have not already been tapped for another program.***

- **AGENDA AND THEME:**

Incorporate our class challenge: ***“Lead The Way.”***

- You are encouraged to create an agenda for each committee meeting to keep your committee organized and on task. In addition, you should also create a detailed program run of show. The program co-chairs should create and distribute this run of show at each committee meeting and on the program day.

- Give an overview of the day with special tips, instructions, and a “teaser” of what is to come.
- Don't forget to include an introduction of your committee, the Memories team, and any special guests. We'd also like to send a “Meet the Committee” document in advance of each program day with a brief bio and some fun facts about each committee member to really bring them to life for the class.
- Incorporate frequent restroom and personal breaks.
- Kai will create an abbreviated class agenda and send to the program co-chairs for approval.
- Kai will print both committee and class agendas for the program day.
- A few things we would like to try to weave into each day/evening program:
 - A keynote speaker on leadership.
 - **Complete the agenda at least three weeks out from the program and submit to Kai.**
 - Allow 45 minutes to one hour for lunch/dinner. No speakers, please.
 - Allow **15** minutes on the agenda at the end of each program to share announcements and plug the upcoming program day.