



# PROGRAM PLANNER GUIDE

<b>Program:</b>	Hospitality
<b>Date:</b>	Orientation: June 11 (8:30 AM– 12:30 PM) and June 17 (1:00 pm – 5:00 PM); Opening Day: July 30 (4:00 – 8:30 pm); on-going as needed
<b>Co-chairs:</b>	Judy Renfroe & Judy Skeel

Thank you for answering the call and helping us create a memorable and impactful class experience! As an alumnus of the program, you have a unique perspective that only you can share. Be empowered to take all your ideas and experiences and ***Lead The Way.***

## What we hope to accomplish:

- Make the class feel welcome!
- Assist with the pre-program orientation and kick-off process.
- Have a Hospitality representative at each program to assist with registration, coffee breaks, and overall morale.

Small Groups/Orientation: Help with photos (silly and professional), shirt sizing, birthday item signing, and welcoming. We will also need the help of this committee in writing congratulatory notes/letters to the newly selected class members, and to encourage others to write congratulatory letters to the class such as Alumni, elected officials, and other Cobb Dignitaries. Also make phone calls between Opening Day and Fall Retreat.

## Resources:

Budget:	N/A
Material(s):	Smiling faces, spreadsheet of volunteer jobs, hospitality basket, hospitality pin
Location(s):	Orientation – Cobb Chamber (1100 Circle 75 Pkwy) Opening Day - 3rd Base Gate, Truist Park

Transportation: N/A

Suggestion: Have a mid year committee meeting.

Inform your committee of the following:

- Orientation Dates and times
- Program dates
- Volunteer assignments