

PROGRAM/EVENT PLANNING SCHEDULE

SIX MONTHS TO ONE YEAR IN ADVANCE

1. Form Committee
2. Set date and reserve location
 - a. Hotel
 - b. Church
 - c. Community building
3. Decide on type of program
 - a. Half-day, all-day, or evening
 - b. Will event be open to the public
 - c. Meal (furnished by the meeting place, covered dish or catered)
4. Decide on theme/program
 - a. Give out awards
 - b. Installation of officers
 - c. Speaker (make selection and contact as soon as possible)
 - d. Entertainment
 - e. Fashion Show

THREE TO FOUR MONTHS IN ADVANCE

Assign responsibilities to committee or club members

Include plans for:

1. Menu Selection
2. Registration, tickets, and nametags
3. Program
4. Door prizes/table decorations
5. Set-up/clean-up
6. Publicity (newspapers, radio, television, etc.)
7. Child care

SIX WEEKS BEFORE

1. Reconfirm all facilities and speakers in writing
2. Meet with committees to check on progress of assignments
3. Begin publicity
4. Have tickets printed

FOUR WEEKS BEFORE

1. Accept reservations
2. Have programs printed
3. Order flowers
4. Assign hostess to greet speakers and special guests

DAY BEFORE OR EARLY THAT MORNING

1. Test sound system
2. Set up tables
3. Put up displays
4. Check on nursery if provided

DAY OF PROGRAM

1. Start and end on time
2. Introduce all guests, speakers, and officers
3. Follow schedule in program
4. Thank everyone who worked on the program
5. Collect evaluation forms if used

AFTER THE MEETING

1. Pay any bills
2. Have event publicized in media

3. PASS INFORMATION AND HELPFUL NOTES TO PERSON IN CHARGE OF NEXT YEAR'S PROGRAM OR THE PRESIDENT

Taken from the Blue Book (ALABAMA HOMEMAKERS AND COMMUNITY LEADER OFFICIAL PROGRAM BOOK 2021)

www.alhomemakers.club

1. Church
2. Community building
3. Decide on type of program
 - a. Half-day, all-day, or evening
 - b. Will event be open to the public
 - c. Meal (furnished by the meeting place, covered dish or catered)
4. Decide on theme/program
 - a. Give out awards
 - b. Installation of officers
 - c. Speaker (make selection and contact as soon as possible)
 - d. Entertainment
 - e. Fashion Show

THREE TO FOUR MONTHS IN ADVANCE

Assign responsibilities to committee or club members

(include plans for)

1. Menu Selection
2. Registration, tickets, and name tags
3. Program
4. Cook prizes/table decorations
5. Set-up/clean-up
6. Publicity (newspapers, radio, television, etc.)
7. Child care