

Program Logistics



Participant groups should provide for an appropriate flow and transition from one section of the program or location to another. In addition, there are speaker, material, and contingency factors that must be considered.

1. Guest speakers

- Who is responsible for each person?
- How does this person fit into the program?
- Aim high - go after the BEST possible presenters
- Get commitments from guest speakers early
- Get commitments from backup speakers for each speaker as well
- Each guest should be given the necessary information in writing about Leadership Roanoke Valley, the day's agenda, the meeting place, and what is expected of them as a participant. (It is a good idea to share this information with each speaker in advance to so they have context for their comments. Refer to page 1 for language to explain the LRV program.)

2. Location

- *Remember that the entire Roanoke region is your classroom!* Try to choose locations appropriate to the subject matter that may represent a new experience for most participants.
- Visit the location prior to the session to ascertain:
 - Size of meeting rooms
 - Lighting, acoustics, climate/environment
 - Appropriateness for program subject matter
 - Adequate break-out rooms
 - Facilities for service of meals
 - Adequate electrical accessories (extension cord, electrical outlet)
 - Make allowances for adequate transition time from room to room or from location to location

3. Materials

- Audio-visual equipment in place and tested
- Easels, flipcharts, markers, pads, pencils as necessary
- Provision for breaks and meals

4. Contingency Considerations

- Murphy's Law - give yourself some alternatives
- Think about how your program could get off schedule and how to prevent it

5. Thank yous

- Write thank you letters to every guest speaker and sponsors. *This is a very important detail!*

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- Remember to recognize and thank each speaker and sponsor during the program and follow up with a written thank you note as well. (Contact Chamber liaison for Chamber stationary.)

6. Mailings

- Each planning group is responsible for their program's clerical and invitation/announcement design work. All written materials must be approved in advance by Chamber liaison to ensure that everyone follows an approved Chamber format and uses correct LRV/Chamber logo.