

PROGRAMS

The Program Director is responsible for booking the monthly program for WRCTU. The programs can be from a variety of different topics that pertain to TU's mission and/or are of interest to the membership. The chapter will pay for dinner/drinks consumed by the presenter at the meeting.

Choose a subject/person of interest; book a meeting date.

Get a bio, program description and photo for website/facebook posting.

Confirm program a week before the date.

Make sure the presenter is greeted at the meeting by you and/or other board members.

Send them a thank you after the event.

The following is suggested as a procedure for providing monthly programs:

1. Ask Directors and members if there is a particular program they would like.
2. Seek programs from organizations that we interact with. I.e. AG&FC, Friends of the Rivers, Hatchery, etc.
3. Phone or e-mail possible program presenters and offer several possible dates for them to be our program. Give them particulars of our meeting place and the flow of our meetings.
4. Book several months of programs to create some "buzz".
5. Get the program presenter's info – Short Bio, picture and short description of the program.
6. Post the program in the Calendar of Events on our webpage. Other means of publicity are a possibility. I.e. Paper, posters, radio

7. Get presenter's info to our webmaster so they can notify the membership via an e-blast.
8. Greet the program presenter at the meeting or arrange for someone else to do so. 6 PM dinner at Restaurant prior to meeting.
9. At the meeting give a report about future programs.
10. Thanks to our program presenters- meal and a drink, e-mail, signed card, etc.