Sample Program Committee Timeline (based on 12-month work cycle)

**Month 1**

* Create & distribute "call for speaker" flyer (include deadline for submissions)
* Ask for speaker submissions on the website
* Brainstorm workshop topics
* Draft program committee budget

**Month 2**

* Review draft workshop & meeting schedule
* Distribute volunteer worksheet at ASC (and on website)
* Elect program committee-chair and secretary

**Month 3**

* Begin speaker evaluations (listening to CDs)
* Identify workshop topics

**Month 4**

* Begin discussion re: managing marathon meetings

**Month 5**

* Discuss initial thoughts on main speakers

**Month 6**

* Identify main speakers
* Identify recording vendor
* Identify ASL translator

**Month 7**

* Identify workshop speakers
* Confirm main speakers
* Identify any language group needs
* Identify main meeting leaders/chairs

**Month 8**

* Send program to Arts & Graphics committee for layout and printing
* Initial discussion of marathon meetings

**Month 9**

* Select gifts for speakers & banquet
* Develop/review meeting formats
* Identify signage needs

**Month 10**

* Choose banquet table decorations
* Assign responsibility for materials needed in workshops/meetings

**Month 11**

* Make any marathon meeting assignments
* Make program committee schedule for convention weekend

**Month 12 (post-event)**

* Committee debrief: what worked and what didn’t work
* Collect meeting and workshop attendance data
* Archive meeting and workshop speaker information