

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