

## Minneapolis Branch AAUW Timeline/Checklist

### Initial Contact

- \_\_\_\_\_ Phone prospective speaker to discuss topic, day, date, time (45-min. speech plus 15 min. for questions), location, audience size (150-200). Identify yourself and clearly state you are from the Minneapolis Branch of the American Association of University Women. Give your phone number and the office number: 612-870-1661
- \_\_\_\_\_ Offer an honorarium of \$100 (except to elected officials, members of the judiciary, or AAUW members).
- \_\_\_\_\_ Upon agreement to do the program, immediately send a confirmation letter. AAUW stationary is available in the 2<sup>nd</sup> floor office. First Christian Church: see Marlyn Barber
- \_\_\_\_\_ Ask for a vita or biographical information. When received, write the bulletin notice for your program on form in this packet. Make 4 copies.

### One month prior to the program

- \_\_\_\_\_ Write the speaker again, reinforcing the details. (If you are communicating by e-mail, use both since some e-mail will go to Junk Mail in a busy office.) Tell about parking in the driveway, (FCC: church parking lot – spaces identified with speaker signs), confirm lunch invitation, use of AV or stage arrangements. Tell speaker the time you will meet at the front door. (FCC: Door #1).

### 3 weeks prior

- \_\_\_\_\_ Call the President's Table Arranger if your speaker will be our lunch guest.
- \_\_\_\_\_ Write and practice your introduction. (See "Support for your Speaker")
- \_\_\_\_\_ Make out a requisition for payment of your speaker's honorarium. Requisition form is in the Presenter Packet. First Christian Church (FCC): give completed form to Marlyn Barber or mail to Carol Jones, Office Manager.

### 2 weeks prior

- \_\_\_\_\_ Arrange for AV equipment and stage arrangements if necessary. FCC: AV sign – up sheet is left of bulletin board outside Lounge.

### 1 week prior

- \_\_\_\_\_ Make luncheon reservations for yourself and your speaker: 651-220-4777.
- \_\_\_\_\_ Contact speaker one more time to confirm details of the day.

### Program Day

- \_\_\_\_\_ Check in early with Guest Hostess and pay for your lunch.
- \_\_\_\_\_ Pick up the speaker's honorarium in 2<sup>nd</sup> floor office. FCC Lounge: obtain honorarium from Aleda Muller at Arrangements Table.
- \_\_\_\_\_ Be at front door early to meet your speaker. Hang coat in front hall closet. FCC: coat rack.

- \_\_\_\_\_ Bring to Presidents' Hall. Offer coffee. Introduce to AV committee. FCC: bring to Sanctuary.
- \_\_\_\_\_ Tell speaker to allow the last 15 minutes of the hour for questions. You will move around the Presidents' Hall with the cordless microphone. FCC: Sanctuary.
- \_\_\_\_\_ Thank speaker from the floor and close the meeting.
- \_\_\_\_\_ Present honorarium to the speaker.
- \_\_\_\_\_ Give packet of membership materials to speaker (at membership table).
- \_\_\_\_\_ If speaker is going to stay for lunch, escort to President's table. FCC: Escort to Lounge.
- \_\_\_\_\_ **Write a Thank You note.** Note cards are available in 2<sup>nd</sup> floor office. FCC: M. Barber