

## **Suggested Planning Schedule for ANSAF Semiannual Programs**

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24 months prior

- Commit to hosting the program
- Begin organizing the local host committee

18 months prior

- Query members (consultants, state, academia, urban & community) regarding ideal dates for program
- Assign ultimate responsibilities to certain committee members (meeting location/food, speakers, finance, registration, exhibitors/fund-raising, field trips/transportation)
- Discuss theme for meeting and possible locations

17 months prior

- Set date of meeting, notify ANSAF for publication in Allegheny News
- Notify employers and potential meeting co-sponsors

16 months prior

- Make site visits to potential program locations

15 months prior

- Select program location

13 months prior

- Sign contract to reserve program location
- Prepare draft agenda to bring to next ANSAF semiannual program
- Draft call for presentations, and identify preferred speakers
- Put together contact list of potential sponsors and exhibitors
- Obtain municipal raffle/game-of-chance permit

12 months prior

- Send out call for presentations to universities and partners
- Contact potential exhibitors
- Discuss other fund-raising ideas and uses of proceeds

11 months prior

- Discuss field trip locations (if not done already) & transportation

10 months prior

- Finalize field trip locations and transportation
- Review submissions by potential presenters, contact selected

9 months prior

- Finalize fund-raising plan
- Identify potential keynote speakers (if not done already)

8 months prior

- Finalize keynote speaker

7 months prior

- Walk through field trip sites, finalize meeting agenda
- Submit final agenda through Division CFE Coordinator
- Bring meeting agenda to next ANSAF semiannual program

6 months prior

- Walk-through event with location staff
- Finalize catering
- Review all insurances with National SAF insurance agent

5 months prior

- Compile list of speakers, presentation titles, and short biography
- Compile information on nearby attractions, local tourism
- Determine if or how registration may be paid by credit card
- Send notification to advisors of Student Chapters regarding Reggie Forbes Art Contest

4 months prior

- Send out registration forms through ANSAF Executive Director and Division Secretary (include some to partners and employers)
- Notify ANSAF and neighboring chapters
- Coordinate publicity with Communications Committee or Division Executive Committee
- Publicize fund-raising plan, silent auction, etc.

3 months prior

- Follow-up with presenters, exhibitors
- Finalize volunteer plan (audio/visual, registration desk, etc.)

2 months prior

- Follow-up with potential attendees, donors
- Send reminder to advisors of Student Chapters regarding Reggie Forbes Art Contest

1 month prior

- Final walk-throughs with location staff, including audio/visual

Month of program

- Deliver final registration to caterer
- Event
- Coordinate with Secretary to gather presentations and notes from speakers for publication on ANSAF or Division website
- Write article about meeting for Division newsletter and Allegheny News
- Send out “thank you” letters to presenters, volunteers, donors
- Final accounting, distributions to Allegheny SAF, etc.
- Have a drink courtesy of whoever talked you into serving...