

Genealogical & Historical Council of Sacramento Valley
Discussion Session Notes – July 14, 2007

Scheduling Programs and Speakers for Your Meetings

- ❖ Speaker Compensation
 - Pay honorarium
 - Pay speaker's expenses (mileage, handouts)
 - Provide/offer housing for long-distance travelers
 - Offer free membership in your society
- ❖ Hold joint meeting with another society to pay for "expensive" speaker
- ❖ Keep business meeting short/emphasize the program/speaker as highlight of the meeting
- ❖ Establish a coordinated calendar of meetings & class dates
- ❖ Have a program chairman/coordinator - list e-mail address/contact on website
- ❖ Scheduling & Communicating with Speakers
 - Contact speakers early (at least 3 months before meeting)
 - Provide address and directions to meeting place
 - Confirm equipment/technology requirements
 - Let speaker know meeting format what time meeting ends
 - Confirm title of presentation/use exact title provided by speaker
 - Ask speaker for bio & program "blurb" for publicity
 - Ask permission to print photo in newsletter
 - Call/e-mail speaker 1 week before meeting as a reminder & for last minute details
 - Exchange cell phone numbers in case of emergency/traffic delays, etc
 - Send thank you card/e-mail a few days after meeting
- ❖ Society's Responsibilities
 - Pay for handouts
 - Provide a glass/bottle of water for speaker
 - Pay speaker at conclusion of meeting
 - Program chairman should be at meeting early to meet/greet speaker
 - Have back-up bulb for your projector
 - Have emergency back-up program in case of speaker cancellation or "no-show"

❖ Finding Speakers

- Survey members for topics of interest
- Have sharing programs/presentations by members of your society
 - Quilts
 - Heirlooms
 - Photographs
 - Members' brick wall problems
 - Wedding gowns
 - Famous or notorious ancestors
 - Family recipes
 - 5-minute stories
- Council's Speakers Directory
- Ask other society's for suggestions (Council meetings)
- Trade newsletters with other societies/check society websites/e-mail lists for program ideas & speakers
- Bad speakers – let other societies know via the Council