

Kentucky - Tennessee Society of American Foresters
SUGGESTED PROGRAM COMMITTEE ORGANIZATION AND GUIDE

	1. Chairman KY/TN SAF	
	<i>2. Program Committee Chairman</i>	
<i>3. General Program Chairman</i> For All Meetings	<i>General Program Chairman</i> For All Meetings	<i>General Program Chairman</i> For All Meetings
<i>4. Chairman, Program</i> Winter Meeting Host Chapter Program Chairman	<i>Chairman, Program</i> Summer Meeting Host Chapter Program Chairman	<i>Chairman, Program</i> Winter Meeting Host Chapter Program Chairman
<i>5. Chairman, Arrangements</i>	<i>Chairman, Arrangements</i>	<i>Chairman, Arrangements</i>

1. Elected by Membership
2. Appointed by KY/TN SAF Chairman Elect (recommend appointing Program Chairman Elect at summer meeting during term as KY/TN SAF Chairman Elect.
3. General Program Chairman will be the Host Chapters Program Chairman. (Recommend each Chapter establish a Program Chairman Elect so that this individual can begin organizing the next years programs.)
4. Selected from membership of host chapter.
5. Selected from membership of host chapter.

Recommended Organization Under General Program Chairman.

I. General Program Chairman is Host Chapters Program Chairman or program chairman elect.

KY/TN Meetings	Chapter Meetings
A. Chairman, Program Technical Advisor Field Trip Advisors Spouses Program Advisor (optional)	Chairman, Program (For each chapter meeting) Technical Advisors
B. Chairman, Arrangements Facilities Coordinator Transportation Coordinator Exhibitor Coordinator Prizes Coordinator Social Functions Coordinator Speaker and/or Guest needs Coordinator Spouses & Family needs Coordinator	Chairman, Arrangements (For Chapter meetings)

Program Check List and Guide

General-

Meeting Date established by KY/TN SAF Bylaws. Summer: Second Thursday and Friday in June. Winter: last Thursday and Friday in January.

Meeting location to be determined for next two years at the Winter Meeting. Winter Meeting rotates between KY and TN.

Standard Meetings Rotation

Winter	Summer	Winter	Summer	Winter	Summer
East KY	Middle TN	99 West TN	99 East TN	00 West KY	00 SE TN
01 Middle TN	01 West TN	02 East KY	02 East TN	03 SE TN	03 Middle TN
04 West KY	04 West TN	05 East TN	05 SE TN		
06 East KY	06 Middle TN	07 West TN	07 East TN	08 West KY	08 SE TN
09 Middle TN	09 West TN	10 East KY	10 East TN	2011 SE TN	2011 Middle TN
2012 West KY	2012 West TN	2013 East TN	2013 SE TN		

Changes in this schedule can be made if a chapter has a particular program they would like to present. If a chapter does wish to change this schedule they should contact the sponsoring chapter to request the change and inform the KY/TN Chairman and Program Chairman of the agreed upon change in time to notify the general membership.

Select a meeting theme that is timely and important. Get as much member participation as possible to help plan and conduct meetings. The General Meeting Chairman will solicit help from members as appropriate.

(A.) Chairman, Program -

Program Committee Chairman and General Program Chairman confer on selection of the person to put the program together (Chairman, Program)

Select leader (Chairman, Program) who is good at organizing and pulling an event together.

Select a (A.1.) Technical Advisor (Could be Chairman, Program) who is expert and well known in subject field of program theme.

Choose most knowledgeable people available to participate on program (Determine in advance KY/TN's position on payment of expenses for program participants). This is determined by how much the membership will be willing to bear in registration fees or if KY/TN SAF will absorb cost of special speaker (s).

Select current issue for meeting theme that is of great interest or controversial.

Build program around field trip for summer meeting.

Winter meeting could include field trip, especially an industrial trip. Traditionally, through, this has a conference or seminar format.

Have Chairman, Program make arrangements for program participants. Ask membership for suggestions as appropriate.

Banquet speaker (optional, but desirable, especially for winter meeting, a prominent person who will increase attendance is desirable).

Chairman, Program will organize field trip for summer meeting with help from Chairman Arrangements for logistics.

Chairman, Program check with speakers to insure that their needs are met - rooms, transportation, special projectors, etc. (A Speaker Needs Coordinator working for the Chairman, Arrangements may relieve Chairman, Program from this responsibility).

(A.2.) Field Trip Advisors-

Having several people involved in planning and executing a field trip is desirable. It will improve the field trip content and scheduling.

(A.3.) Spouses Program Advisor Coordinator - (Optional)

Programs planned and designed for spouses and families can improve attendance at both winter and summer meetings. A Working member may be given the specific responsibility to make special arrangements for spouses. Guided trips or self-guided trips to local points of interest are usually successful. Arrangements may be as simple as providing meeting points or bulletin boards so that family members can get together to visit local attractions.

Family activities and accommodations are especially important for summer meetings. This should be given careful consideration in the planning stage.

(B.) Chairman Arrangements -

Selected from host chapters membership. This should be someone who is familiar with facilities in and around the meeting location and reasonably close to meeting location.

Select hotel/motel or other facility capable of handling anticipated members and participants - *usually 50-75 for summer meetings and 75 - 150 for winter meetings*. Reserve blocks of rooms.

Negotiate rates at least seven months before meeting date.

Insure that meeting rooms are adequate for program, including speaker, screens, etc., business meeting, and executive committee meeting (15 to 25 people). Specify seating arrangements for banquet and meeting rooms. Cost of these rooms should be clearly established before meeting. Insure that SAF is not obligated for rooms not used. Negotiate for best prices which may or may not include group meals such as banquet. Choose menu if appropriate and establish minimum/maximum limits with hotel/motel.

Negotiate for best room rates and seek special accommodations and rates for *students*. Inform student chapter representative of these arrangements as early as possible.

For winter meetings, check with staff at the University of Tennessee, University of Kentucky, and University of the South to verify they will have a student receiving the KY/TN Scholarship Award. Reserve a room for each and plan on paying for same out of the general registration fees.

Coordinate contact with the Chairman of the KY/TN SAF or the Chairman of the program committee. Establish method of payment with hotel/motel in advance.

Work with KY/TN Treasurer and Chapter Treasurer for advance of funds if needed.

Determine if speakers need room reservations, and determine expenses of speaker. Program Chairman should try to get speakers whose expenses are covered by employer. However, this is not always possible. Once initial requirements are obtained, a **(B.6.) Speaker Needs Coordinator** can be selected to make final arrangements for the Speakers and insure that all of the needs (equipment etc.) of the speaker are met.

Outdoor cookout is fairly traditional for summer meeting. Make arrangements for cooking or catering as appropriate. Be sure there is no problem regarding use of alcoholic beverages in area where cookout is held. Or inform the membership if it is not appropriate.

Coordinate table arrangement of banquet with chairman, KY/TN SAF.

Arrange for invocation.

Develop a Vicinity map of accommodations (rooms and restaurants) and travel routes in vicinity of program. Have this available one meeting in advance along with registration costs, program outline and final dates. This information will be given to meeting participants and the KY/TN Newsletter Editor at this meeting. The meeting *theme* and *location* should be available to the membership and KY/TN Newsletter Editor two meetings before the actual meeting.

(B.1.) Facilities Coordinator -

If possible a facilities coordinator should be established to handle the membership accommodations, meeting rooms, banquet rooms, program supplies etc.

(B.2.) Transportation Coordinator -

If possible a Transportation coordinator should be established to handle the transportation needs for field trips, spouses trips, and transportation for speakers to and from airports etc.

Field Trips are usually expected for summer meetings. Unexpected, but acceptable and maybe desirable for winter meetings. Field Trip advisors should work with Transportation coordinator.

Dry run rehearsal of tour is important to analyze, critique and prepare final program. Too much time and money is invested to leave the field trip to chance -- again--dry run.

Prepare "Wet weather" options.

(B.3.) Exhibitor Coordinator -

A coordinator may be necessary to determine if there is a desire and opportunity for exhibitors.

They would secure adequate space.

Notify appropriate exhibitors and meet their needs.

(B.4.) Prizes Coordinator -

One person in charge.

Door prizes have been popular, especially at winter meetings.

If door prizes are to be given, solicit from possible donors.

Prizes are sometimes effective for special fund raising efforts, i.e., a donation wins a chance on a special prize.

Coordinate with KY/TN Silent Auction chairman for space and donations for this function for the winter meeting.

(B.5.) Social Functions Coordinator -

A good function to put one person in charge of.

Determine if county is dry and make arrangements accordingly to avoid any embarrassment to SAF.

Make arrangements for drinks, snacks, etc. Determine if there are corporate sponsors or if members will pay by the drink. Also determine whether to use volunteer bartenders or hotel bartenders.

B.6. Speaker and/or Guest Needs Coordinator

Each speaker and special guest should be assigned a coordinator if possible. One person may be able to coordinate speaker needs, depending upon the location, the on speakers and guests that are expected.

Insure that speakers and guests know about meeting location and accommodations. Arrange for transportation and accommodations if necessary.

Insure that all AV equipment and room set ups are arranged to meet the speakers needs.

(B.7.) Spouses & Family Needs Coordinator - (optional)

This can be the same person that is the Spouses Program Advisor depending on the extent of activity planned.

All arrangements for the spouses program and physical arrangements are handled by this individual. Literature and maps may be all that is provided but this should be provided at a minimum.

Miscellaneous -

Publicity -

Publicity is critical to a good meeting. Information to the membership is essential to get a good attendance. Also, good publicity can attract non members to programs covering issues of interest. Program Chairman should determine and secure the appropriate publicity. Newsletters, special mailings, news releases to journals and newspapers, use of chapters and TV, radio, and newspapers should all be used as appropriate.

Reduce mailing expenses by using KY/TN SAF's bulk mailing privileges. Are proceedings needed or desired? If so, determine number of copies, cost, method of payment, etc.

Expense Estimates -

Estimates of expenses will help determine the appropriate registration fee.

Determine expenses for: Transportation, speakers and guests, banquet and meeting rooms, student rooms, prepaid group meals, refreshments, publicity, programs, name tags, etc.

Add these up and divide by the estimated number of paid participants to determine registration fee. Determine if hotel will permit SAF to run up a bill or is payment in advance required.

Generally the number of participants will be double the number that pre register or about 50-75 for summer meetings and 75-150 for winter meeting.

Registration -

Predetermine cost for member participants, non members, and various combinations of program parts (with or without meals, etc.). If banquet (tours etc.) is covered in registration provide a cost for families. Establish special student rates (usually half of regular fee).

Establish times for registration and secure sufficient assistance. Pre registration is desirable (an added fee can be charged for those that do not pre register, if you don't the Society may be charged for meals and facilities not used).

The Registration Check list should include:

Name tags, Receipt book, especially for those paying by cash. Put Registration rules on paper so that extra help can apply policies consistently. Have sufficient programs available. Keep checks and cash in Hotel's safe.

Recreation -

Recreation can liven up a meeting and contribute to the interaction of members. This is an important item to consider for all meetings.

Determine what kind of recreation is available and appropriate and plan accordingly.

Continuing Forestry Education -

Determine if credits are allowable for meeting attendance. If so, publicize in advance.

Special educational programs may be appropriate proceeding regular meeting. Check with Washington office, KY/TN Chairman, Heads of forestry schools in KY and TN, and others to determine if opportunities exist for special educational programs in conjunction with meeting.

Remember -

General Meeting Chairman should establish timetable and check list for various actions to be taken.

Follow up thank you letters are appropriate.

Settle Accounts quickly.

An example of a registration receipt that gives all of the registration options.

REGISTRATION FORM

KY/TN SAF SUMMER MEETING -- JUNE 8-9, 2000

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Number in Party: _____

Meeting Advance (if received by June 1): \$20: Meeting at Door: \$25

Student: \$10 Above registration includes lunch and dinner and tour.

Spouse for Lunch: \$5 Dinner: \$7 Tour: \$8

TOTAL RECEIVED: _____

Check Payable to KY/TN SAF RECEIVED BY: _____

(2.) KY/TN Program Committee Chairman

Your Job and checklist

Your Job: You are responsible for scheduling the summer and winter meeting of the KY/TN SAF meetings for two years in advance of the winter meeting. You are responsible for insuring that the Host Chapter is well organized to put on the meeting they are sponsoring. You are also responsible for insuring that the KY/TN Newsletter Editor receives all registration information, two newsletters in advance of the next meeting and that they receive the theme and location of the following meeting for these two news letters. The Communications Chair should receive this information for distribution to the Journal of Forestry and for local news articles.

Checklist

1. Winter Meeting:

A. Present two year schedule of host chapters and dates to the executive committee.

B. Make a committee report (in writing) that includes the costs and balances of the last meeting, summary of the past meeting agenda and results of the meeting. List special recognitions, number of participants, etc. (This information should come from a host Chapter report) Include in the report:

1. Next Summer meeting agenda and location, obtain information from summer meeting host, Obtain maps of the meeting location and adjacent facilities, Registration fees and list key committee members for the summer meeting.

2. Next winter meeting host chapter, meeting theme, location and key committee members (program chairman, chairman, program and chairman, arrangements).

2. Summer meeting:

A. Obtain the name of the program chairman elect of the KY/TN SAF program committee from the KY/TN SAF chairman elect.

B. Obtain the name of the chairman elect of the chapters program committees from each chapter. (It is particularly important to have the program chairman elects of the two chapters that will have the meetings for the next year.)

C. Make a committee report (in writing) that includes the costs and balances of the last meeting. Summary of the past meeting agenda and results of the meeting. List special recognitions, participants, etc. include in the report:

1. Next winter meeting agenda and location. Obtain information from winter meeting host. Obtain maps of the meeting location and adjacent facilities. Registration fees and list key committee members for the summer meeting.

2. Next summer meeting host chapter, meeting theme, location and key committee members (program chairman, chairman, program and chairman, arrangements).

(3.) General Program Chairman (host chapter)

Your Job and Checklist

Your Job: As general program chairman of a host chapter it is your responsibility to establish a program committee to organize and put on the meeting for which the chapter is responsible. You are to coordinate the efforts of this committee and insure that the KY/TN SAF program chairman receives information as needed. It is recommended that, as general program chairman of your chapter you do not personally organize this meeting but have a committee to do this. You already are responsible for your chapter meetings.

Checklist

1. **General:** Insure that there is a general program chairman elect for your chapter and provide the persons name at the summer meeting.
2. **Organization:** Replace committee members for the hosted meeting if a vacancy occurs. At a minimum insure that there is always a chairman, program and a chairman, arrangements. If a change in people occurs inform the KY/TN program chairman.
3. **Reports:** Provide your chairman a program report for the executive meeting.

As follows:

If you are hosting the next meeting insure that the chairman has the following:

A general description of program objectives and opportunities.

An agenda with proposed topics and speakers

Maps of the facilities and meeting location

Registration fees both pre registration and at the door registration costs.

Names of special guests that you know may be coming.

Any information on a spouses or family program or local information that would be inviting to member families.

If possible put this in a format that can be reproduced for the newsletter so that a registration form is attached.

If you are hosting the meeting after next insure that the chairman has:

Name of program chairman elect for the chapter.

Name of chairman, program and chairman arrangements.

A theme and location of the meeting.

(A.) Chairman, Program Your Job and Checklist

Your Job: you are the program chairman of the hosted meeting. Your responsibility is to formulate an agenda with speakers, insure that the meeting logistics will be taken care of, insure that the spouses are taken care of and coordinate the efforts of all members of your committee.

Checklist

1. General: keep your general program chairman informed as plans are made and finalized.
2. SAF program: use as many chapter members as possible to meet these needs.
 - a. Contact speakers and find out what their fee is if any (try to arrange for speakers that will be sponsored by their employer). Find out their travel arrangements and needs (do they need transportation to and from airports). Find out their physical needs to put on their presentation (projectors, flip charts, seating arrangements, etc.).
 - b. Contact special guests, award recipients, student chapters and find out their accommodation needs. Find out their travel arrangements and needs (do they need transportation to and from airports). Find out their physical needs to put on a presentation (projectors, flip charts, seating arrangements, etc.) if it is appropriate.
 - c. It may be appropriate to assign an individual to work with each speaker and special guest to insure all of their needs are met.
 - d. Arrange for invocation if appropriate.
3. Spouses program: assign an individual to put together a spouses program if appropriate. The winter meeting may require special tours etc. the summer meeting may require just a information packet on the local area. Insure that accommodations are available for spouses and families and there are things to do or places to go for these individuals while the members are participating in the meeting. If there are opportunities for the spouses or families to participate in the general meeting make sure that they are aware of these opportunities at an early date.

(B.) Chairman, Arrangements -

Your Job and Checklist

Your Job: As chairman, arrangements it is your responsibility to insure that all physical arrangements are made and that the needs of the membership and guests have an enjoyable and informative meeting with as little disruption as possible. Your chairman, program will make the initial contacts with the speakers and guests. From the basic information provided, you can begin to make arrangements for accommodations. You may have to make follow up contacts with individuals to insure all needs are met.

Checklist

1. Meeting accommodations: the following items should be considered for the meeting:

a. Hotels/motels, state parks etc. will usually have special group rates if we have a certain number of participants. Things to look for.

Accommodations:

1. Will they provide a free room for every so many rooms reserved by the group. This can provide KY/TN SAF rooms for students, happy hour, speakers, guests, award recipients, etc.

2. Some will provide all the conference rooms, meeting rooms free if they are the primary unit for accommodations for the meeting.

3. Watch for hidden costs. Meals may be quoted for set costs and then the final bill will add gratuity, extra taxes, etc. make sure you get a total cost.

4. Find out when they must have a final count and how much over charge there will be if we are over a certain amount. Some places will have no additional charge for over or under a certain percent of the estimated amount. Some will charge for only what is used within that percentage. Some will permit a ball park figure two weeks before and allow a final count 24 hours in advance. Extra meals over the estimate could be very expensive. That is why the registration cost at the door is higher than pre registration.

5. Plan for 50-75 for summer meeting and 75-150 for winter meeting. Estimate a final figure based on doubling the number of pre registered members two weeks before the meeting date. Very few will pre register in the last two weeks.

6. Reserve a block of rooms based on the general estimate above.

7. If the meeting will break up into small groups make sure to arrange for small satellite rooms for these groups as well as a main meeting room and banquet room.

8. Make sure reservations are made for speakers, guests, and students. Negotiate for best room rates and seek special accommodations and rates for students. Inform student chapter representatives of these arrangements as early as possible. You may not need to make the reservations yourself depending on an individuals preference but be sure key people are aware of the arrangements that have been made. A (B.7.) **Speaker Needs Coordinator** can be selected to make final arrangements for the speakers and insure that all of the needs (equipment etc.) of the speaker are met.)

9. Establish method of payment with hotel/motel, caterers etc. in advance. Work with KY/TN treasurer and chapter treasurer for advance of funds if needed.

Food:

1. Meals usually include the noon and dinner meal on Thursday.

a. Menu should consider items that are generally acceptable to the majority of people. If there is a option for more than one main course consider a non meat alternative such as fish, vegetables or large salad.

b. Plan the lunch so that everyone can eat and be ready for the afternoon meeting in a reasonable time. The banquet should be a formal sit down dinner (buffet is OK).

c. Coordinate table arrangement of banquet with chairman, KY/TN SAF.

d. Outdoor cookout is fairly traditional for summer meeting. Make arrangements for cooking or catering as appropriate. Be sure there is no problem regarding use of alcoholic beverages in area where cookout is held.

e. Be sure the cost of each meal is on the registration form. It can be put on the form as the cost for a spouse. This will help those that are traveling on per diem.

2. Coffee breaks may or may not be a part of a package for meals and banquet. Coffee breaks should be planned for both morning and afternoon sessions. These may be provided as a package by the hotel/motel or may have to be arranged separately. It is recommended that the following be included:

a. Coffee, tea, sodas for beverages during winter meeting.

If a field trip is planned coffee, ice tea and sodas or just sodas and ice tea may be appropriate.

b. Donuts, Danish etc. is appropriate for the morning break but is a luxury for the afternoon break. It is better if the food and drink is not available in the meeting area until break time. People will munch your break food away before the break is given and some may not have an opportunity to get anything.

Happy hour:

1. Happy hour material may be provided by the hotel/restaurant. If this is not an exorbitant cost, go with it. If it is high, find out if you can provide all of your own supplies. (It may not be permitted) An alternate location for happy hour may be appropriate or may not be, and the cost will have to be added to the registration. Usually drinks should be cash bar unless a sponsor can be found. (Be sure to give credit) mixes, sodas, and other drinks and snack food can be added to the registration as long as a variety is available for all participants. BYOB may be an option or a by the drink bar may be the best alternative provided by the meeting location.

Consider your alternatives based on where the happy hour will be relative to where people are staying. You don't want to contribute to DWI. Usually snack food like chips, crackers, dip, and nuts are appropriate. Usually happy hour will be before the main meal and you don't want people full for the main meal (they will be happier with the main meal if they are a little hungry).

Transportation:

1. Develop a vicinity map of accommodations (rooms and restaurants) and travel routes in vicinity of program. Have this available one meeting in advance along with registration costs, program outline and final dates. This information will be given to meeting participants, KY/TN communications chair and the KY/TN newsletter editor at this meeting.

2. Make sure every one receives a map where the facilities are and where the meeting will be. Make arrangements for signs to be placed at key intersections and turns showing people where to go. If there is a long stretch of road (several miles) put a sign up periodically so that people know they are still on the right track. (Consider rain when making the signs).

3. Insure that speakers, special visitors, etc. have transportation to and from airports or other locations if they do not have their own transportation.

4. Insure that buses, vans, and other transportation for the meeting is arranged. Insure that transportation arrives when needed, that vehicles can go on the roads that are to be traversed. Check out turn arounds, road surfaces, and the logistics of getting around. Let transportation contractors know how long the vehicles will be needed and make sure drivers are available. Arrange for their meals and other needs.

5. SAF members may have special needs- local gas and diesel stations. Transportation needs to special locations such as an office for copy facilities, office supplies, health facilities, phones etc.

6. Dry run all tours for timing, Safety, logistics, break areas, special stops or scenic views or points of interest.

(B.1.) Facilities Coordinator

Your Job and Checklist

Your Job: as facilities coordinator it your responsibility to insure that the meeting facilities are adequate to accommodate the membership and the needs of the program speakers. You may start this job with the basic facilities already established or you may be starting from ground zero.

Checklist

1. Meeting accommodations: the following items should be considered for the meeting:

a. Hotels/motels, state parks etc. will usually have special group rates if we have a certain number of people coming. Things to look for.

Accommodations:

1. Will they provide a free room for every so many rooms reserved by the group. This can provide KY/TN SAF rooms for students, happy hour, speakers, guests, award recipients, etc.

2. Some will provide all the conference rooms, meeting rooms free if they are the primary unit for accommodations for the meeting.

3. Watch for hidden costs. Meals may be quoted for set costs and then the final bill will add gratuity, extra taxes, etc. make sure you get a total cost.

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7. If the meeting will break up into small groups make sure to arrange for small satellite rooms for these groups as well as a main meeting room and banquet room.

8. Make sure reservations are made for speakers, guests, and students. Negotiate for best room rates and seek special accommodations and rates for students. Inform student chapter representatives of these arrangements as early as possible. (You may not need to make the reservations yourself depending on individuals preference but be sure key people are aware of the arrangements that have been made.) A **(B.6.) Speaker Needs Coordinator** can be selected to make final arrangements for the speakers and insure that all of the needs (equipment etc.) of the speaker are met.)

9. Establish method of payment with hotel/motel, caterers etc. in advance. Work with KY/TN treasurer and chapter treasurer for advance of funds if needed.

Food:

1. Meals usually include the noon and dinner meal on Thursday.
 - a. Menu should consider items that accommodate the majority of people. If there is a option for more than one main course consider a non meat alternative such as fish, vegetables or large salad.
 - b. Plan the lunch so that everyone can eat and be ready for the afternoon meeting in a reasonable time. The banquet should be a formal sit down dinner (buffet is OK).
 - c. Coordinate table arrangement of banquet with chairman, KY/TN SAF.
 - d. Outdoor cookout is fairly traditional for summer meeting. Make arrangements for cooking or catering as appropriate. Be sure there is no problem regarding use of alcoholic beverages in area where cookout is held.
 - e. Be sure the cost of each meal is on the registration form. It can be put on the form as the cost for a spouse. This will help those that are traveling on per diem.
2. Coffee breaks may or may not be a part of a package for meals and banquet. Coffee breaks should be planned for both morning and afternoon sessions. These may be provided as a package by the hotel/motel or may have to be arranged separately. It is recommended that the following be included:
 - a. Coffee, tea, sodas for beverages during winter meeting. If a field trip is planned coffee, ice tea and sodas or just sodas and ice tea may be appropriate.
 - b. Donuts, Danish etc. is appropriate for the morning break but is a luxury for the afternoon break. It is better if the food and drink is not available in the meeting area until break time. People will munch your break food away before the break is given and some may not have an opportunity to get anything.

Happy hour:

1. Happy hour material may be provided by the hotel/restaurant. If this is not an exorbitant cost, go with it. If it is high, find out if you can provide all of your own supplies. (It may not be permitted) An alternate location for happy hour may be appropriate or may not be, and the cost will have to be added to the registration. Usually drinks should be a cash bar unless a sponsor can be found. (Be sure to give credit) mixes, sodas, and other drinks and snack food can be added to the registration as long as a variety is available for all participants. BYOB may be an option or a by the drink bar may be the best alternative provided by the meeting location. Consider your alternatives based on where the happy hour will be relative to where people are staying. You don't want to contribute to DWI. Usually snack food like chips, crackers, dip, and nuts are appropriate. Usually happy hour will be before the main meal and you don't want people full for the main meal (they will be happier with the main meal if they are a little hungry).

(B.2.) Transportation Coordinator

Your Job and Checklist

Your Job: As transportation coordinator you are responsible for insuring speakers, special guests and members can get to and from the meeting and that transportation is available when needed during the meeting.

Checklist

1. Develop a vicinity map of accommodations (rooms and restaurants) and travel routes in vicinity of program. Have this available one meeting in advance along with registration costs, program outline and final dates. This information will be given to meeting participants, KY/TN communications chair and the KY/TN newsletter editor at this meeting.

2. Make sure every one receives a map where the facilities are and where the meeting will be. Make arrangements for signs to be placed at key intersections and turns showing people where to go. If there is a long stretch of road (several miles) put a sign up periodically so that people know they are still on the right track. (Consider rain when making the signs).

3. Insure that speakers, special visitors, etc. have transportation to and from airports or other locations if they do not have their own transportation.

4. Insure that buses, vans, and other transportation for the meeting is arranged. Insure that transportation arrives when needed, that vehicles can go on the roads that are to be traversed. Check out turn arounds, road surfaces, and the logistics of getting around. Let transportation contractors know how long the vehicles will be needed and make sure drivers are available. Arrange for their meals and other needs.

5. SAF members may have special needs- local gas and diesel stations. Transportation needs to special locations such as an office for copy facilities, office supplies, health facilities, phones etc.

6. Dry run all tours for timing, Safety, logistics, break areas, special stops or scenic views or points of interest.

Field Trip Guide Your Job and Checklist

Your Job: as field trip guide it is your responsibility to insure all trip participants have a Safe enjoyable trip, and actively participate in the trip.

Checklist

1. The organization-

- a. Have hand outs showing the tour and the points of interest. An agenda and background information for each stop. If there are special points of interest along the travel route you may want to describe these in the hand out or give a special handout to each driver.
- b. Warn of any hazards, special clothing or supplies that are needed and what to expect of this trip.
- c. Make a dry run to check logistics and timing for the trip.

2. Travel-

- a. Make sure each driver (bus or car) has a map of the tour route.
- b. Recommend that there is a lead vehicle with someone that knows the route and stops and that the last vehicle has a person that knows the route and stops just in case there is a break in the caravan.
 1. Announce to all drivers to keep the vehicle behind in their rear view mirror at all times. Lead driver should slow up to insure the car behind is always in view.
 2. At all major intersections lead driver should bunch group up and insure that the last vehicle has negotiated the intersection.
- c. Make sure all vehicles can be parked Safely at each stop. Pull up far enough beyond the stop so that the middle vehicle in the caravan stops where you want to have the discussion. This way no one is walking from one end of the caravan to the other to get to the discussion. It will speed things up in loading and unloading.
- d. Make sure that everyone can stand at the discussion area in a Safe location. If one individual is sticking out in the road or next to a cliff there will be several people worrying about their Safety instead of listening to the discussion.
- e. If you are walking a group to a discussion area. Walk beyond the discussion point until half the group has passed it. Then stop the group and walk back to the middle. This will allow everyone to bunch up and no one is left out.
- f. Never talk to the group while walking. You can talk to the person behind you if they can hear you while you walk forward. Never walk backwards and talk to the group. Even if you are on a side walk or road. People will worry about you tripping instead of listening to what you have to say. Always stop as described in e. If you are going to talk to the group.
- g. Never answer a question to just the person that asked it. Make sure everyone heard the question (if necessary repeat it) then answer the question so that everyone hears the answer. If private conversations begin during your question and answer period you are losing the group so repeat the question again and answer it so everyone can hear you. Someone in the back may have the same question and they are missing your answer because someone in the middle is talking.
- h. If there are stragglers, try to get the slower walkers in the front of the line. This will keep everyone together and will adjust your walking pace to the proper speed.
 1. Put someone that knows the tour in the back of the group to keep the group moving and so you know where the end of the line is. This will help you gauge how far beyond your discussion point you need to stop. Your tail person can answer questions while they are walking the trail but be sure that they know to keep the tail end moving up tight to the front while they are talking.
- j. Coffee breaks on a tour should be in a location so that people are not inclined to stand in the road while they converse. Participant Safety will concern more than the party leaders and some people will lose some of the opportunity to converse because they are worrying about the Safety of others.

(B.3.) Exhibits Coordinator

Your Job and Checklist

Your Job: As exhibits coordinator it is your job to contact potential exhibitors, make arrangements for exhibit locations at the meeting place and insure exhibitors have the facilities they need to provide the exhibits.

Checklist

1. Contact potential exhibitors and establish a list of participating exhibitors.
2. Determine how much space is available at the meeting location for exhibits and allot space accordingly.
3. Help exhibitors obtain the materials they will need to set up their exhibit. You may only have to give the exhibitor the name of a contact at the facility the meeting will be held at and they can make their own arrangements.
4. Make a layout drawing of the exhibit area and assign spaces. You can use this to keep the exhibit area organized, reduce conflicts between exhibitors when they are setting up and provide to meeting participants so they know what is available and where. This will also give exhibitors credit for coming by informing members who is participating.
5. If the meeting facility charges the SAF for the additional exhibit area you will have to distribute this cost to the exhibitors, unless the KY/TN SAF agrees to cover this cost or the cost can be added to the registration fee.

(B.4.) Prizes Coordinator

Your Job and Checklist

Your Job: As prizes coordinator you are responsible for obtaining prizes, determining how the prizes will be displayed and given, how the donors will be recognized and arrange with the program chairman for a time to present the prizes.

Checklist

1. For the winter meeting coordinate with the KY/TN silent auction chairman to acquire donations, establish a place for that auction to occur and assist in the silent auction.
2. Obtain prizes from donors, establish a procedure to recognize the donors.
3. Establish the procedure for giving out prizes. Will it be a raffle, a drawing (what will be used to make the drawing such as lunch tickets etc.), an auction.
4. Work with the chairman, program to set aside a time for announcing the prize program and the giving of prizes.
5. Work with the chairman, arrangements to have a space available to display the prizes and identify the donors.
6. Be sure the purpose of the prizes is made clear to the donors and members. Is it a fund raiser or will they be used as door prizes?

(B.5.) Social Functions Coordinator

Your Job and Checklist

Your Job: As social functions coordinator you are responsible for the extra curricular activities of the meeting. At a minimum you are in charge of the happy hour, but you can arrange for special trips, special gatherings such as meeting with students and members or special meetings with local dignitaries or special guests.

Checklist

1. Happy hour:

a. Happy hour material may be provided by the hotel/restaurant. If this is not an exorbitant cost, go with it. If it is high, find out if you can provide all of your own supplies. (It may not be permitted) An alternate location for happy hour may be appropriate or may not be, and the cost will have to be added to the registration. Usually drinks should be a cash bar unless a sponsor can be found. (Be sure to give credit) mixes, sodas, and other drinks and snack food can be added to the registration as long as a variety is available for all participants. BYOB may be an option or a by the drink bar may be the best alternative provided by the meeting location. Consider your alternatives based on where the happy hour will be relative to where people are staying. You don't want to contribute to DWI. Usually snack food like chips, crackers, dip, and nuts are appropriate. Usually happy hour will be before the main meal and you don't want people full for the main meal (they will be happier with the main meal if they are a little hungry).

b. Arrange for location

c. Arrange for food and drink (including alcoholic beverages)

d. Arrange for bartender, ice, glasses.

e. Arrange for time on program.

2. Special trips:

a. A special trip before or after the meeting may be desirable. Work with the chairman, program and chairman arrangements to put together the trip.

Special trips may be an extra tour of special facilities in the area concerning forestry or just for relaxation.

b. See checklist for chairman, program and chairman, arrangements.

3. Special socials:

a. A special social or happy hour may be desirable to bring key groups together. This can include students and key foresters, special guests and key groups of foresters, local dignitaries and key SAF members.

b. Plan meeting as you would the happy hour in 1.

(B.6.) Speaker and/or Guest Needs Coordinator

Your Job and Checklist

Your Job: you are assigned one or more speakers or guests. You are responsible for insuring that they have accommodations, transportation, and facilities necessary for their part in the meeting. Your efforts can improve the professional image of the SAF and leave our guests and speakers with a positive feeling about their participation in our meeting.

Checklist

1. Accommodations:

a. Make sure the individual is aware of the accommodation available in the meeting area and where the meeting will be held. If necessary make reservations at the lodging of their choice. They may wish to make their own reservations if they are given the list of accommodations. Find out if they need special accommodations such as room for themselves and spouse or family. Need for telephone, special beds, close to special facilities such as jogging route, gyms, local offices, etc. they may be coming to the area on other business and you can help them find a location that will help them in this other work.

b. If they choose to make their own arrangements let them know of any special rates or arrangements that have been made for the meeting, and if there is any deadlines for reservations, etc.

2. Transportation:

a. Find out how they plan to get to the meeting and find out if they need transportation from airports etc. do they need transportation from the meeting to special locations.

b. Obtain their schedule. If they are on a tight schedule you may want to warn the chairman, program so a contingency plan can be made if they arrive late or do not make all of the connections. Find out when they must leave to make future connections and be ready to assist them in making the connections.

3. Special needs:

a. Find out how they want the room arranged for their presentation. Do they want people in groups, in a special layout etc.

b. Will they be using audio visual materials and what will they bring with them, what will SAF need to furnish. Do they need special microphones. Some will want a lapel microphone some want a podium and some don't.

c. If they are going to pass out material have people available to pass this material out at appropriate times.

d. Will they need materials for participants, paper, pencils, flip charts, magic markers etc. make arrangements for these materials in advance with the chairman, arrangements.

e. Do they need to meet with certain SAF members before or after their spot on the program. Does a special meeting need to be arranged.

f. If they are bringing their family make sure they get the materials available for member families so that they can participate in these activities if they wish, or find out if they wish to see or do something special in the area. Provide local information as appropriate.

4. You will be their contact with SAF. Make sure they know how to get in touch with you before, during and after the meeting.

a. You may be asked to get a resume or biographical sketch for an introduction. It may be appropriate to get this from their secretary or office.

(A.3. & B.7.) Spouses Program Advisor Coordinator (Optional)

Your Job and Checklist

Your Job: As spouses program coordinator it is your responsibility to provide activities that family members will find interesting and enjoyable while their spouse is at the SAF meetings.

Checklist

1. Three different types of programs should be considered:
 - a. A family tour by SAF: This is a tour during the part of the meeting when the SAF member will be active in the regular meeting. This can be a bus tour of recreational areas or points of interest in the area. It can be a caravan of participants on a tour of these areas. Or it can be an activity at a point of interest where the participants will meet a leader at a specific location.
 1. Shopping trip at malls, specialty shops, large retail outlets, flea markets, etc.
 2. Tour of local points of interest, parks, museums, historical points of interest, special facilities.
 3. Participation at special events, such as festivals, bazaars, trade shows, sporting events, etc.
 - b. Participating in local events put on by the facility where the meeting is held.
 1. State parks may have hiking trails, swimming facilities, game areas, sporting areas, craft classes, guided tours, programs, museums, etc.
 2. Amusement parks in the area may have special programs, zoos or other public facilities may have special programs.
 - c. Providing a visitor packet so that families can choose what they want to do.
2. Don't miss an opportunity to get the family involved in the SAF meeting if it might have a program that the family members would be interested. If you do this make sure that this opportunity is spelled out in the meeting announcement. The business meeting and parts of the program may not be appropriate so identify what part of the program is open to family members. Plan alternatives for the other parts of the program.
3. Things to consider:
 - a. Schedule of events occurring during the meeting.
 - b. Maps showing where things are happening and how long it takes to get to these events.
 - c. Cost of tours, events, meals, special clothing, special transportation, entrance fees, etc.
 - d. Estimated time it will take at any event or activity. How it would fit in the SAF program agenda.
 - e. In scheduling family events consider the time it will take the family to get ready for the event and the time it will take to get ready for the next item on the agenda. Leave time for relaxing and/or recuperating.