

**Alaska Chapter BetterInvesting
Annual Education Fair/Membership Meeting
COMMITTEE ORGANIZATION LIST**

1. Meeting Place:

- A. Location Contact person/s
- B. AV equipment (including podium, screens and mics)
- C. Table space for registration, materials sales and displays
- D. Head table setup with place cards if necessary (officers and guest speaker)
- E. Proposed number attending, give catering department numbers
- F. Choose menu
 - 1. Include speaker and guests in lunch count
 - 2. Be sure and add gratuity into total cost
- G. Be sure water (on tables), coffee and tea are available during the meetings
- H. Basket of goodies on each table would be nice for the morning sessions (candy, etc.)

2. Responsible for Guest Speaker/s:

- A. Topic/s
- B. AV needs
- C. Airline Reservations
- D. Lodging Reservations
- E. Appreciation Gift
- F. Transportation to and from the airport
- G. Sight seeing transportation/hosting etc.
- H. Write thank-you note
- I. Talk to event host about introduction at the event and gather information about guest for this introduction.

3. Responsible for Door Prizes:

- A. Gather up door prizes (Title Wave gift certificate, Other bookstore certificates, NAIC materials, Investment books of interest)

B. Have tickets available at registration table as well as a container for them (work with registration desk on this)

C. Talk with event host/Chapter president as to time and place to draw for prizes.

4. Registration:

A. Set up timeline

B. Develop a registration form:

- 1. Include, brief summary of event, cost, place, time, date.**
- 2. Who to send money and completed form to with deadlines.**
- 3. Sectional summaries (optional)**
- 4. Books that can be ordered**

C. Work with Chapter Newsletter Editor and publicity committee to develop a flyer that can be handed out and published in the Newsletter.

C. Make up badges (Directors stated on the badge)

D. Box of supplies (tape, tacks, stapler, pens, pencils, paper, magic markers and Door Prize Tickets)

E. Have group man the registration table at least one hour before event starts

F. Make up bags for attendees of freebees and the meeting PROGRAM.

G. Have new NAIC membership kits available

H. Have basket with label for attendees to put DOOR PRIZE TICKETS in

I. Have box with label for event EVALUATIONS

J. Tell Hotel contact how many tables and supplies needed provided by hotel

5. Meeting announcer/host:

A. Be responsible for display of the NAIC Banner at the Day's function.

B. Opening Welcoming remarks at the beginning of the day (include introducing yourself)

1. Agenda

2. Stress NAIC membership means also an Alaska Chapter member. If not a member, materials available at the registration desk.

3. Looking for new Alaska Chapter directors, amount of commitment, benefits. Talk to event participants that are NAIC members about becoming a director. (Have current directors stand)

C. Introduce the Guest presenter and luncheon speaker or have someone do it.

D. Preside over the annual meeting

E. Present Gift to Guest/s and give lots of thanks.

6. Publicity:

A. Notice sent to Better Investing

B. Notice put on WEB Site

C. National to send out post cards

D. Use our Master E-mail list to notify all members

E. Ad on KSKA/ radio nonprofit announcements

G. Notice in the Daily News

7. Annual Meeting Program Booklet:

A. Design a cover

B. Schedule of day's events

C. Summary of each sectional

D. Annual meeting Agenda

E. Minutes of previous annual meeting (2003)

F. Treasurer's Report for 2003-2004 year (October 1, 2003-September 30, 2004)

G. List of current officers & Directors

H. Accomplishments for the past year/ committee reports

I. Welcome and how to become a member of NAIC

J. Introduction of Guest Speaker/presenter

K. Ballot page

L. Event EVALUATION page

M. Have the PROGRAM printed (check with registration on numbers)

N. Give PROGRAM to Registration committee 1 and 1/2 hours before event to give out at time of registration.

8. Responsible for Education Program:

(Refer to the days schedule for sessions and who the presenter is.)

A. Contact the presenters and find out what AV equipment they need (talk to meeting chair about what is available at the hotel and what if any of the Chapter equipment can be used.

1. Work with Hotel and Chapter directors for setup and technical assistance

B. Make sure that all the materials that are needed are duplicated and available to the participants and/or in the program.

C. See about free pens, pencils and pads that might be placed on each table. (Northrim has been great about donating these in the past)

D. Write, collect and tally the evaluation of the event. Be sure that the form is included in the program.

E. If sponsors and displays needed, contact hotel contact for tables to be setup by hotel

F. Gather information on educational sessions as well as guest speaker topics and give to Publicity person for advertising.

9. Materials Table:

A. Table/s available to sell NAIC items (notify hotel contact to set up tables)

- 1. Have someone to man the table before the event, during breaks and at the end of the day**
- 2. Decide with the registration chair if materials should be ordered just for the event. If so, give the list the names and materials to the materials chair to give to the participant that ordered them.**
- 3. Be sure NAIC membership materials are available at the registration desk**
- 4. Have available, cash, cash box, and receipt book**

B. Table set up for NAIC free materials