

	Role		Primary	Backup	
	Meeting Facilitator: Logistics/Meeting Arrangements: Membership Chair/backup: Webmaster/backup:			TBD TBD	
Meeting Date: Wednesday March 21, 2007					
Before a Meeting					
Status		Task	Who	Backup	Comment
Identify Topic and Speaker					
Done	1	Create Monthly Meeting Responsibility checklist, send actions to owners			Secretary
Done	2	Call for paper abstracts			Programs Chair
Done	3	Evaluate abstracts	Board		
Done	4	Select an abstract	Board		
Done	5	Receive speaker's commitment and bio and distribute to board			Meeting Facilitator
Done	6	Send the meeting location, speaker's bio, and the presentation abstract to the Webmaster			Meeting Facilitator
Done	7	Post the speaker's bio and the presentation abstract on the web		TBD	Webmaster
	8	Send the presentation guidelines to the speaker			Meeting Facilitator
	9	Obtain presentation from speaker (> two weeks before meeting date)			Meeting Facilitator
	10	Distribute speaker's presentation for Board review			Webmaster
	11	Provide any feedback from Board to Speaker (> one week before the meeting)			Meeting Facilitator
	12	Get final Powerpoint version for reproduction to person making the copies (> one week before the meeting)			Meeting Facilitator
	13	Send final Powerpoint presentation to person bringing the backup PC			Meeting Facilitator
	14	Update the Feedback form as needed		TBD	Membership Chair
	15	Print Feedback Forms			Logistics
	16	Publicity - post on External-Local event calendars			
	17	Publicity- send Emails to Member List		TBD	Webmaster
Work on Logistics					
	18	Make sure presenter brings PC and that it is compatible with projector			Meeting Facilitator
	19	Bring "Entertainment" slides and material to the Meeting			Logistics
Done	20	Schedule presentation room			Logistics
Done	21	Ensure Air Conditioning/Heat arranged			Logistics
	22	Publicize the presentation	Board		
	23	Reproduce presentation material			Logistics
	23	Identify who will take notes and create article on presentation for the newsletter			Logistics
	24	Bring backup laptop			Logistics
	25	Bring lapel microphone & amplifier			Logistics
	26	Bring projector (or backup)		<La Quinta for \$50>	Logistics
	27	Purchase or gather food-serving items (e.g., plates, cups, napkins, etc.)			Logistics
	28	Order food and drink and setup food			Logistics
	29	Print award certificate and put in frame			Logistics
Only for SigEvent	30	Post signs for meeting			Logistics
	31	Greet people as they come in to meeting/man signup table			Logistics
Only for SigEvent	32	Reserve 5 seats at front for partner level sponsors			
	33	Set up the room for presentation			Logistics

During the

Status		Task	Who		Comment
Get Ready for the Presentation					
	34	Print Name Tags for people who have pre-registered for the meeting			<i>Logistics</i>
	35	Welcome members, thank sponsors & recognize board members			<i>President</i>
	36	Distribute the Sign-in sheet	N/A		<i>Feedback</i>
	37	Distribute the survey & tickets	N/A		<i>Feedback</i>
	38	Distribute the presentation material	N/A		<i>Logistics</i>
	38	Take notes for article for newsletter			<i>Logistics</i>
	39	Photograph the event			<i>Logistics</i>
	40	Make announcements			<i>President</i>
Make the Presentation					
	41	Provide music for the pre-meeting time	N/A		
	42	Facilitate the 20-minute madness session	N/A		
	43	Introduce the presenter and the topic			<i>Meeting Facilitator</i>
	44	Facilitate the presentation			<i>Meeting Facilitator</i>
	45	Present the award to the presenter			<i>President</i>

After the M

Close the meeting					
	46	Ask about job openings, and ask employers to stay afterward to exchange business cards with potential candidates			<i>President</i>
	47	Collect the sign-in sheet and the completed surveys		TBD	<i>Membership Chair</i>
	48	Give a book / prize away			<i>President</i>
	49	Announce next month's meeting			<i>President</i>
	50	Clean and organize the room	Board		
	51	Send final presentation to Webmaster			<i>Meeting Facilitator</i>
	52	Post final presentation on the web site		TBD	<i>Webmaster</i>
	53	Write article for newsletter			<i>Logistics</i>
	54	Send Photos to the Webmaster			<i>Logistics</i>
	55	Post the photos on the web site		TBD	<i>Webmaster</i>
	56	Process survey feedback and provide to the Board for review		TBD	<i>Membership Chair</i>
	57	Provide survey feedback to speaker		TBD	<i>Membership Chair</i>
	58	Review survey feedback at next Board meeting		TBD	<i>Membership Chair</i>