

EDUCATION/SPECIAL EVENTS

- Develop preliminary plans for an event and recommend to the CAB for approval.
- Use the Program Production Budget Form on the ASG website first to plan the event and then to budget for the event once more details are known.
- Develop detailed plans for the event and develop a budget, including:
- Arrange for facility/locations.
- Secure speakers and make their travel and hotel arrangements (chapters may use the ASG Speaker Agreement or the agreement provided by the speaker and approved by the CAB).
- Make arrangements for other facilities, food, equipment and personnel, as required.
- Ensure the president has signed all the agreements (speaker, facilities, caterers, etc.).
- Develop publicity for the event.
- Enlist help from chapter members for the event, as needed.
- Implement the plans for the event.
- If the speaker or other non-incorporated individual is paid \$600 or more over the course of the calendar year, the chapter should issue Form 1099-MISC to the speaker before January 31 of the next year. Contact headquarters for guidance in completing the required paperwork.
- Evaluate the success of each event and determine final costs, profits, attendance figures and suggestions for improvements. Report this information at the next CAB meeting for the minutes and place the information in the files for future reference.