

## PROGRAM COMMITTEE

We select speakers by:

- Potential speakers contacting us to speak at our forum
- Suggestions from AARP members
- Searching local newspapers for interesting topics of the day

When a speaker and speaking date has been agreed upon (ie: phone or e-mail):

We mail speaker an invite letter, thanking him/her for agreeing to speak to our group, reiterating the

date of their presentation, and enclosing a LOW Direction page and two page Information Forms

to be returned by a specified date in order to meet our publication deadline for the Lake Currents

newspaper article. This information (RE: Bio and brief description of the presentation) is given to

Public Relations Chair for a write-up article in the Currents and Perspectives.

We also must reserve the power point projector (Melanie Parmalee) to be picked up on the Friday

preceeding the Monday AARP meeting.

The days after their speaking engagement, we send a thank you letter with a DVD copy of their

presentation , provided by Dick Martin of Communications.

Each year, the Program Chair is responsible for filling out "Request for Facility Use" to reserve the

Sweetbrier Lions Pavillion in June, and the Community Center in December for our respective Picnic

and Christmas party.

Added note: A situation we are currently facing is the need for someone to set up the screen and

Power point projector each month. This task falls on Tony and I, and maybe a willing helper. Perhaps

Dante the young man who sets up the chairs, can also set up the screen for us.