**Annual Meeting Planning**

Select Date & Time: Traditionally the 3rd Monday in June in lieu of the regular lecture.

Board Nominations: Include announcement in the APB. APB deadline January 15.

Reserve Location: Student Center Ballroom - Reserve room & check for current rental cost  
(Dennis Casey  595-2027)

Program:  
Plan a program. Get contract mailed through office.

Flyer:  
Create a flyer giving date, location, cost, agenda, program, and parking permit information. Include a registration section at bottom showing cost of lunch and parking permit. Give a deadline for registration. Ask members for any dietary restrictions. Have flyer ready for printing by mid-April and put in mail to distribute at the 1st lecture in May.

Food:  
Committee contact University Catering (#595-2346) to select menu and give count to catering one week prior to event. Check for special dietary needs.

Decorations:  
Ask All-A-Bloom to provide floral table centerpieces. Food service provides table cloths and will provide vases if desired.

AV Equip:  
Check for microphone or other AV equipment required by speaker or program. Verify the UWP student will be available to work AV equipment.

Guests:  
Invite guests: Chancellor or his/her representative, International Programming Manager, ALL Office Staff (Vanessa Greco), Executive Director CE, CE Liaison, CE Accountant, and any others who may have been involved or interested in ALL.

Displays:  
Arrange for tables for Focus Group and Committee Displays and notify focus group and committee chairs to provide, bring and set up a display. Printed display identifiers should be retained from previous year to be used again. E-mail or phone group/committee chairs a couple weeks prior to remind them of displays.

Bring ALL's display board with timely information and displays.

Registration:  
Arrange to have tables outside ballroom for registration.  
Have list of registrants to check-off outside the Square. Need adhesive-name labels for each registrant/guest. Food choice should be indicated on the name tags. Have parking permits to sell and list of those who have pre-paid. (Person in charge should have some small bills for making change.)

Info at Tables: Program, lectures for new term, minutes of previous year's annual meeting, budget, committee reports, slate of officers. Using folders may help
Agenda:

11:00-12:00 View displays
11:00 - 12:00 — Registration (Renew Membership & Parking Permits)
Welcome: President or appropriate guest
12:00 Noon — Luncheon
1:00 - Annual Meeting
  Introduction of guests
  Introduction of the Board, Members at Large & Committee Chairs
  Approve Minutes & Budget & any Bylaw Changes
  Nominating Committee Presentation of Proposed Slate of Officers
  Election of Officers & Members at Large
  Exchange of Gavel from Outgoing to New President
1:30 - Program

2/20/2018