ALL Committee Guidelines and Procedures

1. Guidelines for Planning ALL Events
2. Committee Reports
   a. ALL Points Bulletin
   b. Audio-Visual
   c. Class
      Guidelines
      Contracts – Speaker Confirmation Letter
   d. Day Trips
   e. Finance
   f. Hospitality
   g. Lecture
      Guidelines
      Contracts – Speaker Confirmation Letter
   h. Membership Services
   i. Publicity
      Guidelines
      Contacts with media and web site
   j. Strategic Planning
   k. Volunteer
3. Special Event Planning Guides
   a. Annual Meeting – June
   b. ALL Week of Learning – June
   c. Holiday Program – December
   d. Picnic – September

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