

ASCE Southeastern Branch Procedures For Setting Up a Technical or Professional Program

This is to outline the procedures for setting up a Technical or Professional Committee program. Technical Committee Chairs (Construction, Environmental, Geotechnical, and Transportation) are expected to plan 1 to 2 programs per year. Professional Committee Chairs (History and Heritage, Student Night, Central Business District, Project Management, and Legislative Affairs) are expected to plan one program per year.

The subject of any meeting that you plan should be something that will be of general interest to ASCE members involved in issues related to your committee, or could be more general, appealing to the general membership. Once you have decided on the subject for the meeting, the general procedures for setting up a program are as follows.

1. **Pick a date.** Call the current Branch President-Elect, keeper of the Branch calendar of events, to reserve the date and make sure that there is no conflict with another meeting. This should be done 2-3 months before the planned date of the meeting, to allow time for publicizing the meeting.
2. **Arrange the Speaker(s).** For a site tour arrange with the owner, engineer, safety officer, and anyone else that may decide they should have a say. Send them written confirmation.
3. **Arrange the Venue.** If you have questions regarding locations that we have used in the past call any of the Board members. If the venue requires a signed Contract it must be signed by the President or President-Elect. In general, try to keep the price between \$15 - \$18 each for a lunch meeting and \$18-\$28 each for a dinner meeting. Assume that ASCE will pay for the speaker(s), include any additional fees, such as room charges, tax, gratuity, room set-up fees (AV equipment, podiums), and figure the total price per person accordingly.
4. **Prepare a Flyer (see attached example):** Include a map and/or detailed directions. E-mail the flyer to the President-Elect by the first of the month prior to your meeting so that it makes it into the e-mail mailing. You should allow 4-6 weeks for getting the flyer to the members in time. Preferably, two month notice should be provided.
5. **Call the Reception Committee:** Arrange for someone from the Reception Committee to be at the meeting to check people in, collect money, etc
6. **Track Reservations:** You may have to let the venue know in advance, for meal preparations, how many people you are expecting. Provide the Reception Committee member at the event a copy of your reservation list, including guests who have or have not paid in advance.

7. **Arrange an Emcee:** The Emcee should introduce the speaker, usher people to dinner, thank the speaker at the end of the meeting, and see that a gift is available for the speaker (ASCE collectibles, etc.). After the meeting send a Thank You letter to speaker.
8. **Prepare a Final Budget:** This should be a single sheet showing the total itemized receipts, total itemized expenses, and total profit or loss. Send the final budget along with all of the checks to the Treasurer.

If you have any questions while planning a Branch program please call any of the Board members or experienced Committee Chairs. Good luck!!