

Chapter Program Script Format

Note: Times are for illustration purposes only

5:30 – Welcome! (Be sure to begin on time)

- Glad you're here!
 - May say something about people joining in person as well as virtually
 - If this is your chapter's first program, definitely state that
- Introduce self – Name, ACAP (chapter name) Chapter Coordinator
- Number of 1st timers?
 - Alternative: Number of people who have attended an in-person or virtual ACAP program previously?
- ACAP's mission – provide information, resources, support & community for adult-children as they care for their aging parents and for themselves
 - While ACAP's focus is on the adult-child, ACAP programs are open to all – Always delighted to have spouses, siblings, friends, professionals join us.

Announcements

- Review materials received at registration
 - 2-3 Rack cards – Please share with friends & professionals
 - Schedule of programs -- Want you to know about upcoming programs
 - All programs for this chapter and all ACAP chapters are on ACAP website – www.ACAPcommunity.org and YouTube under ACAPcommunity
 - Website is listed on the rack card
 - You will be emailed a Feedback form for today's program
 - We will appreciate your letting us know how the program was for you and a little about yourself
 - Confidential
 - Will help us make sure ACAP programs continue to be meaningful for caregivers
 - First timers – Little slip so we can include you on the mailing list for future programs
 - We will not share your info

Thank sponsors & introduce sponsors

- Introduce each sponsor
 - Each sponsor has 2 minutes each to speak

(When you begin having non-LT members as greeters, you would introduce and thank them at this point.)

Overview of program

- Program title
- Brief description of program
- Brief introduction of presenter
 - Educational credentials, professional title, employer
 - If desired, something personal about the speaker, particularly as it relates to ACAP (parents' caregiver, etc.)
- Turn program over to speaker

Ending of Program

6:50 – Give 5-minute ending sign to speaker

6:55 – Wrap Up

- Thank Speaker
- Thank Sponsors
 - Encourage attendees to talk with sponsors and speaker after the program
- Reminder re. ACAP videos, podcasts, website
- Reminder: Be sure to...
 - Share rack cards with friends & professionals
 - Be sure we have 1st timers' email address so they can be added to the email list and know about upcoming programs
- Reminder: Next month's program
 - Program title
 - Date/time/location

Thank you for joining us tonight!

- Hope the program was meaningful for you!
- See you next month!