

Items Needed at Programs

Coordinator Responsible for Item	Items Needed	Details
Chapter Coordinator	Program script	The program script is used by the Chapter Coordinator as he/she “emcees” the ACAP program. The script provides details about each segment of the program. See the Chapter Guide 2.3.2.2 Script page for an example.
Programming Team	Speaker equipment needs	Be sure Technology Team knows speaker’s technology needs before the program. If possible, have the presenter provide the presentation PPT several days in advance of the program and also bring it on a thumb drive 30-45 minutes before the program. (Be sure to coordinate flash drive and laptop to be used.)
Programming Team	Share cell/text numbers	Sharing cell/text numbers between presenter and Programming Team is helpful in case there is need for last-minute contact.
Sponsorship Team	Refreshments	Depending on how your chapter structures sponsorships, particularly program sponsorships, the sponsors, chapter, or both will provide light refreshments, bottled water, and coffee for attendees. (Attendees report that light refreshments are all that is needed and that a meal, even a light meal, is not expected nor particularly helpful.) Typically, all serving platters/bowls/etc., utensils, paper goods will need to be brought, although the venue may allow the chapter to borrow theirs. Often, ice, etc., as well as large trash cans are provided by the venue and need to be placed near the refreshment table.
Sponsorship Team	Share cell/text numbers	Sharing cell/text numbers between sponsor and Sponsorship Team is helpful in case there is need for last-minute contact.
Technology Team	Updated looping Pre-Program Slide Deck	As attendees are gathering, the slide deck needs to be showing. The slides need to be updated each month to keep program information current.
Technology Team	2 laptops, presenter slide deck (pre-sent as well as on a thumb drive)	At least 2 laptops will be needed at each program to: <ol style="list-style-type: none"> 1. Show pre-program slide deck and for the speaker to show his/her slides 2. And another to manage livestreaming or recording of the program. <p>Technology Team also will need to have the presenter’s slide deck. Presenters are recommended to send the slide deck several days in advance so it may be pre-loaded and also to bring the slides/video on a flash drive. However, compatibility between laptop and thumb drive needs to be ensured.</p>
Technology Team	25’ extension cord and 6-outlet power strip; duct tape or	While some venues may have plentiful, accessible outlets, others may not. It is helpful to have at least one long (25’) extension cord and a 6-outlet power strip on hand at each

Venue/Hospitality Team	other method to secure electric cord(s) to floor to prevent trip hazards	program. This may be useful for operating technology OR providing power to the refreshment table as needed for coffee pots / other devices. Be sure to retrieve these items after the program has ended and remove all tape or other safety devices from the floor.
Venue/Hospitality Team	Registration list	Compiled and printed 1 day before the program, Venue / Hospitality Team prints an alphabetical registration list so attendees' names may be checked off as they arrive. Be sure to get names and email addresses of walk-ins so they may be added to the email list for future programs, and they may receive the "thank you" note with link to the program video and information about the next program.
Venue/Hospitality Team	Chapter banner	Your chapter banner may be placed near the registration table to help attendees know they are in the right place, or it may be placed near the speaker's podium to further ACAP's name and logo recognition. The chapter banner should be placed 45 minutes before the program begins.
Venue/Hospitality Team	ACAP table covering	Place the ACAP table covering on the registration table. The registration table should be ready 45 minutes before the program begins.
Venue/Hospitality Team	Handout materials	<ul style="list-style-type: none"> • ACAP program schedule (6-month or 12-month) • Blank participant name tags (with ACAP logo) and markers • New attendee contact forms and pens (Rather than using this system, you may add names and email addresses on your chapter's web page – "Join our email list") • Presentation handouts (if speaker provides)
Venue/Hospitality Team	Small index cards	Some attendees may be hesitant to ask questions in front of a large group. Placing small index cards and pens on tables will allow attendees to write their questions rather than verbalizing them. The Chapter Coordinator, venue coordinator, and/or greeters may pick up the cards and give them to the speaker for response.
Venue/Hospitality Team	Refreshments (if not provided by sponsors)	Venue/Hospitality is responsible for securing refreshments if sponsors are not providing them.
Venue/Hospitality Team	Tables and chairs for attendees, sponsors, registration and refreshments. ACAP table covering for registration table and, possibly, a different covering for refreshment table.	Making sure all attendees are comfortable is imperative. Tables (preferably round) and chairs will be needed for attendees, and 6' or 8' tables for registration, refreshments, and sponsor displays (one table per sponsor) will be needed.

Venue/Hospitality Team	Podium, microphones and speakers, laptop projector, screen (possibly flip chart & and easel)	All who are speaking during the program should use a microphone. In addition, having a hand-held microphone for attendees who ask a question is also helpful (and speakers should be encouraged to re-state the question before answering it). Some presenters may wish to use a podium, flip chart, and/or easel, so those should be available.
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