

## **PROGRAM COMMITTEE**

The Program Committee plans and facilitates the formal programs that are presented at guild meetings, as well as related workshops. The Chair of the Program Committee is a voting member of the Executive Board, and coordinates all Program Committee activities. Ideally, the Committee Chair assumes this responsibility after serving on the Program Committee for at least one year in another capacity.

### **A. Program Planning**

**1. Calendar.** Each year, QC presents eight programs (in September, October, November, January, February, March, April and May). One program (usually September) is Show & Tell. The Program Committee selects the speakers for the remaining seven presentations, and for five related workshops. The exact dates of the presentations and workshops are determined through negotiations with other partner organizations at Bentley University, usually finalized in November of the previous year.

Throughout the planning process, the Program Committee Chair makes progress reports at the QC Executive Board's monthly meetings, where budget concerns and other policy problems are resolved. By the end of the QC year (in June), the Program Committee's plans for the following year should be well-advanced, if not complete.

**2. Selection.** With the varied interests of all QC members as its primary criterion, the Program Committee reviews credentials of potential speakers and teachers, and the content of presentations they offer. Further information is obtained through direct contact with presenters of greatest interest to the Committee. While one year's program may vary in content from month to month, it should be designed and balanced to appeal to a broad cross section of QC members.

**3. Contracts.** After obtaining a commitment from a selected speaker, with tentative agreement on program content, dates, and costs, the Committee sends her/him two signed copies of the QC Contractual Agreement and one copy of the Lecture/Workshop Checklist (see Forms). The speaker signs and returns one copy of the Contractual Agreement and the completed Checklist. At this point, the speaker is officially booked.

### **B. Program Facilitating**

**1. Publicity.** Information on future programs and workshops should be provided to QC members as soon as visitors are booked, even if the program for the year is still incomplete. Updated program material and workshop descriptions should be sent to the Editor of *Quiltations* and to the QC Webmaster for posting on line, both on the Programs page and the Workshop Registration Form. The program can be further publicized through listings with a broader audience such as *Quilt Fun*. The Committee may also present information at the entrance table, and through announcements at meetings.

**2. Workshops.** Members may copy Workshop Registration Forms from *Quiltations*, download them from the QC website, or take copies at the entrance desk before meetings. A designated Workshop Coordinator receives all completed Registration Forms and fees from members. The Workshop Coordinator sends copies of the Supplies List to registrants, as a confirmation of their reserved place in the Workshop. After each Workshop, when all questions of possible refunds are settled, the Workshop Coordinator forwards all fees to the QC Treasurer.

For each Workshop, the Committee Chair appoints a Workshop Assistant, to help the teacher with whatever is needed, and provide her/his lunch.

**3. Logistics.** About a month before a presenter arrives, the Program Committee arranges for their housing, food, and transportation needs, as well as the use of their free time, incorporating any requirements indicated on the Lecture/Workshop Checklist. A detailed schedule of all arrangements throughout the visit (including host names, directions, locations, phone numbers, etc.) should be sent to the presenter well ahead of the visit.

**4. Equipment.** About two weeks before a scheduled program, a Committee member contacts Bentley University and the QC Equipment Manager, to be sure that the needed equipment (microphones, computer equipment, lighting, extra tables, slide projectors, quilt racks, etc.) will be available on the date of the Lecture and/or Workshop.

### **C. Some Practical Considerations**

- \* Delegate responsibility for each major area of activity listed above to one Committee member, or to a small sub-committee.
- \* Book local speakers for the winter months, due to weather considerations.
- \* Share travel costs of an expensive presenter with another guild that may wish to book her/him for a program within the same week as the QC program.
- \* When a workshop is not full one month before a scheduled date, open it up to members of other guilds.
- \* Maintain a list of QC members who will host visitors in their homes, drive them to and from presentations, take them out to dinner, show them around, etc.
- \* Maintain a list of QC members who will serve as Workshop Assistants.
- \* Maintain a list of local emergency presenters.