

HELPFUL HINTS FOR POROGRAM PLANNING

1. Use a date book or notebook specifically for planning the workshop/meeting.
2. Write Everything Down!!!
3. Photocopy all correspondence sent out.
4. Photocopy all checks received and all checks sent out.
5. Keep copies of all bill, receipts, and contracts.
6. Be prepared for late registrations. Have a reminder ready for the ALAO newsletter to be published prior to the workshop/meeting. Write a memo to all ALAO contact people, or at least the contact people in your special interest group.
7. Formulate a contingency plan and keep it updated.
8. If you are working with an institution, get your colleagues involved and keep them informed as events progress.
9. Working with your institutional administration, ALAO Program Committee Chair, and the OCA office, decide how you will set up your treasury, pay bills and keep books.
10. Contact the ALAO Program Committee Chair for names of other people who have organized workshops/meeting; ask these people for advice.
11. The day of the event it may be helpful to have the following on hand or know where you can find them (all of this should fit in a briefcase, that way you can carry it with you wherever you go that day).
 - a. Aspirin
 - b. Band-aids
 - c. Maalox/Roloids
 - d. Scissors
 - e. Tape-scotch, duct & masking
 - f. Schedule for the day
 - g. Copies of itinerary for each registered person
 - h. Copy of speeches and introductions and maps
 - i. Phone numbers for everyone and every room you will be in
 - j. Copy of contracts pertaining to the day
 - k. Safety pins