

Planning Local Section Events

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Before planning specific events, you need to know what to plan. Below are a few key questions that the leadership team should agree upon at the very beginning of the year.

1. How many events do we plan to have this year?
 - a. What types of events would we like to have, how many of each type?
 - i. Ex. technical, social mixers, plant tours, etc
2. What is our total budget for the year?
3. How would we like to spend our budget?
 - a. All on meetings, scholarships for students, etc
4. What is the maximum we want to charge for members to attend meetings?
5. Do we want to invite nonmembers/charge a separate fee?

Budgeting

Budgeting is important to do as early as possible. It is important to keep your treasurer informed and stick to your limits. Think about how much of your budget you want to spend on meetings, how much you may want to spend on other activities such as scholarships, community outreach and awards, and how much you may want to keep in reserves. With the quantity you have allotted to meetings, decide if there is any one large meeting or event you want to have in the year that will take more resources. For a typical monthly meeting with dinner included, consider whether you will expect members to pay for their full meal cost or charge a discounted rate. This decision will need to be considered separately for student attendees. Lastly, a quick reminder that a small amount of money will need to be reserved for supplies such as name tags and certificates.

AICChE has various grants to offer local sections to assist in funding programs. Check them out on the [Resources for Local Section Leaders website](#)

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Budget Location choice can make or break your budget. Restaurants tend to be higher cost options, and may not always be equipped with the A/V equipment you require, but are relatively easy to book. Conference halls will have the A/V equipment but it is almost guaranteed to come at a cost. A low cost alternative to consider is utilizing public spaces such as a local library.

Target Audience Factor in your members when finalizing a location, as well as the theme of the meeting. If there is one or more Universities nearby, locating meetings on campus may be a lower cost option as well as help to increase current and future membership

Monthly Meeting - Selecting a Speaker/Topic

The speaker or topic of your meeting is essential to the success of your meeting. It is important the topic of the talk be relevant to the audience, which often depends on region. Ensure you are catering to your audience by utilizing the tools AICHE provides. You can [download membership lists](#) from the resources for local section leaders webpage. This will give you information about the types of fields your members work in to make programming relevant to members. Polling may work as well, however, it may not reach potential members who are not currently attending meetings. A second great draw is offering PDH credits.

A general suggestion is to keep a variation in the types of programming, and to think outside the box. For technical programming, a chapter often can pull a speaker from their own members, which is beneficial for last minute or for budget help. A second AICHE resource for finding presenters is [Speaker's Corner](#). You can find a local speaker from AICHE with an array of topics to choose from. AICHE will provide a stipend to help the speaker travel to your area if you choose a speaker that is not particularly close by.

Below are some interesting out of the ordinary general meeting ideas that have been successful around the country:

-Lunch and Learn These can be successful for recruiting, or for chapters very spread out. [AICHE Academy](#) for the "speaker" and bring lunch! It can be a pretty simple, relatively low cost option.

-Soft Skills These topics go over well with everyone, but especially with young professionals. Topics such as professional relations, economics and investment and general career advice are great. AICHE offers some benefits around these topics which may be a good resource.

-Current Events Current events can impact both our lives and our careers. These may include emerging markets, large weather events, or major accidents in the chemical industry.

Once you find a speaker, you will need to discuss and finalize the topic of their lecture. Understand their requirements for audio and visual equipment such as microphones, projectors, computer, etc. Ask for a quick synopsis to use to help with advertising. In addition, request a biography. It is usually easiest and most accurate when they write a one paragraph statement to use in advertisements and for

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introductions. If you plan on recording the seminar, it is suggested a release form be created. The speaker's company may request review of the video prior to release.

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Provide preliminary headcount to location (1 wk)

Having a preliminary headcount is beneficial as it gives the organizer a good idea of the attendees and to be able to provide that to the location. You should always account for people who decide to attend at the last minute and give a slightly higher headcount than your current estimate. This will not only show your flexibility in accommodating extra people to the event but also save you from other fees or charges by the location.

Print name tags, registration, PDH certs (week of event)

For monthly meetings and special events, it is highly essential to run this event from a well-organized and professional outlook. Make sure you spell names of people correctly on their name tags in decently sized font. All the pertaining registration materials should be ready and available outside the location or inside (as soon

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After the Meeting

Continued publicity of your event, through social media and newsletters is a great way to advertise. Some examples include posting pictures, publishing reviews, and writing an article online or in your next newsletter. These may create a further interest about future meetings for those who did not attend, and help foster a community feeling for those who did.

Lastly, don't forget to send a thank you to your speaker. This is a simple, but perhaps one of the most critical steps in the entire process. Your speaker is the reason why your members attended, how you fundraise, and a key role in the continued or growing success of your chapter.

Suggested Timeline for Planning Events

Step #	TASK	TIME PRIOR TO MEETING
1	set budget for meeting	-6 months
2	Select speaker/topic	-3 months
3	Choose location and date	-3 months
4	Finalize arrangements with location	-6 weeks
5	Obtain topic/resume/AV requirements from speaker	-2 months
6	Send out save the dates	-2 months
7	Send out formal advertisement and registration request	-1 month
8	Registration Fee Collection	'1 month to at door
8	Provide preliminary headcount to location	-1 week

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Example yearly calendar (monthly meetings)

January

- Monthly Meeting
- Social Mixer

February

- Monthly Meeting
- E-week

March

- Monthly Meeting
- Social Mixer
- Science Fair

April

- Monthly Meeting
- Technical Event/Plant Tour

May

- Monthly Meeting
- Social Mixer

June

- Social event/Mixer

July

- Social Event/Mixer

August

- Social Event/Mixer

September

- Monthly Meeting

October

- Monthly Meeting
- Social Mixer

November

- Monthly Meeting
- Technical Event/Plant tour

December

- Monthly Meeting
- Social Mixer

Example yearly calendar (quarterly meetings)

January

- Social Mixer

February

- Social Mixer
- E-week

March

- Monthly Meeting
- Science Fair

April

- Technical Event/Plant Tour

May

- Social Mixer

June

- Monthly Meeting

July

- Social Event/Mixer

August

- Social Event/Mixer

September

- Monthly Meeting
- Social Event/Mixer

October

- Social Mixer

November

- Technical Event/Plant tour

December

- Monthly Meeting
- Social Mixer