

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION
CHAPTER MEETING HOSTING & PREPARATION GUIDELINES
CHECKLIST

PROCEDURES. Please read the “Guidelines.” Complete this Checklist in planning for and hosting a Chapter Meeting. Be sure to ask the President-Elect for assistance as necessary.

Preliminary (Complete 30 – 60 days prior to meeting)

- 1. Discuss meeting location ideas with Pres.-Elect prior to scheduling.
- 2. Review presentation topic options or suggest possibilities with Pres.-Elect
- 3. Select and coordinate a tentative meeting date with Pres.-Elect

Meeting Location/Program Planning (Complete 30 – 60 days prior to meeting)

- 4a. Identify a suitable meeting location
 - Does the location have enough properly sized rooms?
 - Does the location have adequate parking? (free or validated)
 - Is food service available? (on-site or catered)
 - Is the meal within the target budget? (\$15-\$20 each)
 - Is an American flag available
 - Is a lectern available?
 - Is a screen available?
 - Is a public address system available?
- 4b. Identify speaker/program presentation
 - Is the topic of interest and applicable to CPRA?
 - Is the presenter available?
- 5 . Discuss meeting location and arrangements with Pres.-Elect
- 6a. Make location reservations for:
 - Executive Committee Meeting Room (15 persons)
 - General Membership Meeting (50 – 70 persons)
 - Frequency Coordination (25 persons)
 - Operations Committee (10 persons) (Optional)
 - Table for registration & sign in
 - Early Bird coffee & rolls service (15 persons)
 - Meal service for lunch (40 – 50 persons) [Menu choice tickets as necessary]
 - Equipment requirements as appropriate
- 6b. Confirm speaker/program presentation
 - Identify A/V requirements
 - Identify any additional presenters
- 7. Confirm overall meeting/program arrangements with the Pres.-Elect

Meeting Announcements (Complete 30 days prior to meeting)

- 8. Submit meeting/program announcements
- Provide all pertinent information to CommLink editor and the web master

Meeting Final Preparations and Meeting Day (Complete 3 – 0 days prior)

- 9. Final Preparations - verify arrangements
- Confirm meeting facilities
- Confirm speaker/program plans
- 10.Meeting Day – arrive early, verify arrangements, brief attendees as needed

 Meeting Host Signature