

## **CHECK LIST FOR LOCAL CONTACT PERSONS**

(For ACS tour speakers, see also arrangements requested by ACS.)

1. Reserve facility for social hour, dinner and meeting.
  - Check to see if there is a fee for using the facility
  - Arrange for facility to be unlocked as needed.
2. Check on arrangements for seating, including extra chairs if appropriate and possible.
3. Check on arrangements for audiovisual aids: projector, screen, microphone, podium, laser pointer, availability of electrical outlets, etc.
4. Check on parking.
  - Check on handicap accessibility, including parking.
5. Select menu for social hour.
  - Check on price, including tip if appropriate.
  - If alcoholic beverages will be available, determine how ages will be checked.
6. Select menu for dinner.
  - Check on price, including tip if appropriate.
  - Check on availability of vegetarian dinner option.
7. Check on deadlines the caterer needs the approximate number and the final number of people that will attend.
8. Have a table available for the Treasurer.
9. Obtain information for the Blue Ridge Chemist newsletter and send it to the Editor six weeks before the meeting. (See section on Information for the Blue Ridge Chemist.)
10. Obtain information for the Treasurer and send it to the Treasurer two or three days before the meeting. (See section on Information for the Treasurer.)
11. Provide a map and/or directions.
12. Contact speaker.
13. Make motel arrangements for speaker, if appropriate.
  - Check on smoking/non-smoking; single/double; king-sized/queen-sized bed.
  - Check on handicap availability if appropriate.
  - Check on availability of breakfast.
  - Check on check-in and check-out times.
14. As many speakers arrive quite late, confirm motel reservation with a credit card.
15. Arrange with speaker provisions for demonstration materials and set-up.
16. Prepare solutions, collect equipment and supplies, obtain demo table and other needs.
17. Provide speaker with directions to motel and meeting location.
  - Provide speaker with meeting agenda.
  - Provide speaker with parking permit, if needed.
18. Some speakers will desire local transportation; arrange as needed.
19. Will the speaker's spouse attend the meeting?
20. Make sure speaker (and spouse) are greeted and introduced to attendees.
21. Make sure speaker (and spouse) are thanked and graciously dismissed.

## **INFORMATION FOR THE BLUE RIDGE CHEMIST**

(Send this information to Vern Miller at [miller@roanoke.edu](mailto:miller@roanoke.edu) six weeks before the meeting.)

Date:

Speaker's name:

Speaker's biography (BRC Editor will obtain if a regular ACS tour speaker):

Title:

Abstract of talk (BRC Editor will obtain if a regular ACS tour speaker):

Locations (include room name and number when appropriate)

Social time:

Dinner:

Meeting:

Time for social time, meal, and talk:

Deadline for receipt of reservations:

Reservation contact information

Name(s) of person(s):

E-mail address(s):

Phone number(s) with area code:

Regular mail address(es):

Menu, including arrangements for vegetarian meals:

Potential handicap considerations:

Directions to the meeting, if they are not obvious, or if there are special considerations:

(Please inform the Editor if a nice map is conveniently available.)

Other, special arrangements:

## **INFORMATION FOR THE TREASURER**

(Send this information to Vern Miller at [miller@roanoke.edu](mailto:miller@roanoke.edu) two to three days before the meeting.)

Cost of meal per person:

Cost for social time:

Cost of gratuity (if not included above):

Other charges (audiovisuals, setup, etc.):

What if fewer people show up?

What if more people show up?

List of reservations. Please include name, affiliation, and whether a student or retired, when available. (A simple text file (or e-mail), with one name per line, with the name, affiliation, and student or retiree separated by commas will be fine. The Treasurer can easily take this into a spreadsheet and arrange as appropriate.)