Sample Program Committee Timeline  (based on 12-month work cycle)

Month 1
- Create & distribute "call for speaker" flyer (include deadline for submissions)
- Ask for speaker submissions on the website
- Brainstorm workshop topics
- Draft program committee budget

Month 2
- Review draft workshop & meeting schedule
- Distribute volunteer worksheet at ASC (and on website)
- Elect program committee-chair and secretary

Month 3
- Begin speaker evaluations (listening to CDs)
- Identify workshop topics

Month 4
- Begin discussion re: managing marathon meetings

Month 5
- Discuss initial thoughts on main speakers

Month 6
- Identify main speakers
- Identify recording vendor
- Identify ASL translator

Month 7
- Identify workshop speakers
- Confirm main speakers
- Identify any language group needs
- Identify main meeting leaders/chairs

Month 8
- Send program to Arts & Graphics committee for layout and printing
- Initial discussion of marathon meetings

Month 9
- Select gifts for speakers & banquet
- Develop/review meeting formats
- Identify signage needs

Month 10
- Choose banquet table decorations
- Assign responsibility for materials needed in workshops/meetings

Month 11
- Make any marathon meeting assignments
- Make program committee schedule for convention weekend

Month 12 (post-event)
- Committee debrief: what worked and what didn’t work
- Collect meeting and workshop attendance data
- Archive meeting and workshop speaker information