**ASCE Southeastern Branch**

**Procedures For Setting Up a Technical or Professional Program**

This is to outline the procedures for setting up a Technical or Professional Committee program. Technical Committee Chairs (Construction, Environmental, Geotechnical, Transportation, and Structural) are expected to plan 1 to 2 programs per year. Professional Committee Chairs (History and Heritage, Student Night, Central Business District, Project Management, and Legislative Affairs) are expected to plan one program per year.

The subject of any meeting that you plan should be something that will be of general interest to ASCE members involved in issues related to your committee, or could be more general, appealing to the general membership. Once you have decided on the subject for the meeting, the general procedures for setting up a program are as follows.

1. **Pick a date.** Call the current Branch President-Elect, keeper of the Branch calendar of events, to reserve the date and make sure that there is no conflict with another meeting. This should be done 1-2 months before the planned date of the meeting, to allow time for publicizing the meeting.
2. **Arrange the Speaker(s).** For a site tour arrange with the owner, engineer, safety officer, and anyone else that may decide they should have a say. Send them written confirmation.
3. **Arrange the Venue.** If you have questions regarding locations that we have used in the past call any of the Board members. If the venue requires a signed Contract it must be signed by the President or President-Elect. In general, try to keep the price between $15 - $18 each for a lunch meeting and $18 - $28 each for a dinner meeting. Notify that ASCE is a tax exempt organization, and a copy of the tax exempt letter can be provided by the Treasurer.

When booking a venue make sure to get an estimated rate for any additional fees, such as audio-video equipment, room set-up fees, deposits, etc. Request an invoice for the estimated charges (rough estimate of attendees and additional fees). Provide invoice to the Treasurer to receive a check for payment of the event. Assume that ASCE will pay for the speaker(s) and any additional fees and figure the total price per person accordingly.
4. **Prepare a Flyer (see attached example):** Include a map and/or detailed directions. E-mail the flyer to the President-Elect by the first of the month prior to your meeting so that it makes it into the e-mail mailing. You should allow 4-6 weeks for getting the flyer to the members in time. Preferably, two month notice should be provided. Be sure to state how many PDH credits are available for **Important:** **Make sure that payment information is included and that checks shall be made out to the “ASCE Michigan Section” with a note for the Southeastern Michigan Branch.**
5. **PayPal:** In addition to checks, a standard PayPal sentence should be added to each flyer. See the example below:

*Please pay with PayPal. Send payment to* *ascesemichigan@gmail.com*

*(Note “Program Name” in the memo line and use the Friends & Family feature)*

The Treasurer can provide a list of individuals that have paid for the program prior to the event for confirmation of payment.

1. **Track Reservations:** You may have to let the venue know in advance, for meal preparations, how many people you are expecting. Provide the Director of Professional or Technical Activities a copy of your reservation list, including guests who have or have not paid in advance.
2. **Develop a Program Outline:** To provide and document participation in qualifying professional development activities and to satisfy the continuing education and professional development requirements of state professional licensure, please use the sign-up sheet provided on the Branch website. After the event submit a copy of the program flyer and sign-up sheet to the Director of Member Services for posting to the Branch website.
3. **Arrange an Emcee:** The Emcee should introduce the speaker, usher people to dinner, thank the speaker at the end of the meeting, and see that a gift, if applicable, is available for the speaker (ASCE collectibles, etc.). After the meeting send a Thank You letter to speaker.
4. **Payment of Venue:** Use the check provided by the Treasurer for the primary payment for the venue. Any additional payment will be compensated upon receipt of the Final Budget. Submit all documentation within two weeks of the program. All cash received at the event shall be submitted to the Treasurer.
5. **Prepare a Final Budget (see attached example):** This should be a single sheet showing the total itemized receipts, total itemized expenses, list of attendees and total profit or loss. Send the final budget along with all of the checks to the Treasurer.

If you have any questions while planning a Branch program please call any of the Board members or experienced Committee Chairs. Good luck!!