

# ***Best of Show: Putting Together a Dynamic Programming Year for Your Chapter***

## **I. Introduction: (5 minutes)**

**Thank you so much for joining us today to talk about chapter programming.**

**Today we are going to:**

- **Explore different ways to approach planning your programming for the year**
- **Hear from a panel of sisters**
- **Share new ideas**

## **II. Planning Your Programming Year (10 minutes)**

**I want you to think back to a program you attended (at P.E.O., your Community, at Church or School, etc.) that caught your interest and you willingly attended. Turn to the person sitting next to you and share the following:**

- *What was the program topic?*
- *What made you attend?*
- *How was it relevant to your life/interests?*

**Wouldn't it be great if our members, when receiving their program books, felt excitement and anticipation for the upcoming programs that would be held that year? Not only were they excited about coming to meetings because they were able to connect with their sisters, but also excited to "seek growth in knowledge and in culture." By being intentional in your programming selection and working to find relevant topics to your members, you can achieve this excitement.**

**How many of you survey your members as to their programming interests and individual talents/skills?**

**Let's start here! Planning your programming year can be done in three easy to follow steps:**

### **Step One**

**Conduct a brief survey with your members.**

**You can send out a survey monkey, or simply do a quick show of hands. Ask your members the following questions:**

- *What program topics interest you most*
- *Do you have a passion, skill or talent that you are willing to share with the group?*
- *Do you know someone with an interesting passion, skill or talent who could present a program for our chapter?*

**It's amazing the type of feedback you can hear.**

### **Step Two**

**Meet with your committee and set your calendar.**

**What do you need to consider when setting your calendar?**

*Ask participants to share consideration factors when setting your calendar. Fill in additional information if the group does not mention it:*

- *Programs should be between 20-25 minutes in length. Consider what else is being done at that meeting. If you know the meeting will be long, you may consider a shorter program or no program for that month.*
- *What programs are required? After State Convention, each chapter should hold a program about Convention.*
- *Is a State Officer visiting? Remember their visit is the program for that meeting.*
- *Is the program suited for a particular time of year? (i.e. Cookie Exchange in December or Learning About Basic Auto Maintenance being done when the weather is fine to be out in a garage)*
- *Do you need to travel some place special to hold the program and meeting? (i.e. holding the meeting at a museum and then taking a museum tour for the program or holding the meeting at a shelter house and having a Nature Hike led by a naturalist as your program)*

### **Step Three**

**Communicate the program opportunities to your members.**

- **Program Book**
  - Our Program Book is the best place to advertise your programming. Consider putting in a thoughtful description that explains the program and entices people to attend. Consider more than just one sentence.
- **Newsletter**
  - If your chapter does a newsletter, advertise the upcoming program. Share details about the program content and presenter.
- **Phone Call**
  - Consider reaching out to a member who has gone inactive to invite her to attend a program you know she might be interested in.
  - Contact a less active member to remind her about an upcoming program that you know she might have an interest in and offer to give her a ride to the meeting.

**See it is as simple as “One, Two and Three”.**

### **III. Panel of Sisters (20 minutes)**

*During this section, you will invite your three person panel to come up front to be seated and introduced. Introduce each person by their name, chapter and city in which they live and explain to the participants that each person will take five minutes to talk about one or two of their chapters most interesting and best attended programs. Explain that you will have them share one by one and at the end provide an opportunity for people to ask questions.*

*At the end, thank the panel participants.*

### **IV. Idea Sharing (20 minutes)**

**Now we'd like to take some time to hear from all of you and have you share the following:**

- 1. What are some of your best and most creative programming ideas**
- 2. What are your greatest struggles when it comes to planning your yearly programming**
- 3. What new ideas do you have**

*Ask participants to get into groups of 5-6 people to answer these questions. Ask them to record their programming ideas on a piece of flipchart paper. Allow them 10-15 minutes to explore their ideas.*

*Ask each group to share one great programming idea at the end of the brainstorming with the large group.*

**V. Closing (5 minutes)**

**Thank you so much for coming today and your participation. Please turn to the person sitting next to you and share one "good idea" you got today that you are planning on taking back to your chapter.**

*Explain that these programming ideas will be compiled and made available on the Ohio State P.E.O. website after Convention. Share that the Power Point from today's presentation will also be available on the website following Convention.*

*Thank everyone again for coming to the session.*