

Steps for arranging a Series

1. Decide the topic of interest, e.g. History, Literature, Music etc.. Check at a committee meeting what dates are available so you don't end up arranging a course for the same time as someone else.

2. Contact your potential speakers by email giving an outline of what you are asking of them and lock in a date with them.

Four lectures seems to be the general number for a series, although this is not a concrete rule.

3 At this point of contact it is helpful to offer an overview of where we meet, the times, and format, approximate numbers of attendees. It is also helpful to advise we cover travel costs, and pay for motel accommodation on the night prior, should they require it. We also pay a speaker fee.. *An example is set out below.

4. You can also let them know we have a good base of equipment for Power Point presentations etc.. With regard to this side of things, in a later contact, it is wise to advise the speaker it is helpful if they can send an electronic copy of their presentation by way of Dropbox to our Audio Visual person, Rosemary McGeachie, r.mcgeachie@xtra.co.nz by the Wednesday prior to their presentation at the latest so she has time to avoid any unexpected issues on the day They are, of course also welcome to bring their own computer. Any technical questions are best referred directly to Rosemary. Also advise them that on the day it is appreciated if they can arrive by 9.30am so everything can be set up and running smoothly before the U3A members start arriving.

5. Post presentation we offer the Speaker lunch at a cafe before they head away, should they wish it. We usually use EAT, A table needs to be booked in advance. It is a nice chance to ask a couple of other members to come as well. U3A members pay for their own food.

6. The first requirement once your speakers have agreed is to obtain a brief bio on them, together with a Title for their presentation. This is required a few weeks prior to your course starting, so the person producing the brochures is given reasonable time to set it up and distribute it to the members. Not all the information the speakers send is required for the brochure, and this can be handy for you to use when you introduce them on the day.

Once a date is confirmed, if a Motel is required the night prior, it is a good idea to have it booked in advance. We use Tower Lodge, Queens Drive phone (03) 217 6729.

If flights are required to be booked, it is best if the speaker can book their own flights (as they know their personal timetables best!), and we reimburse them. They may need met at the airport and also picked up the next morning and brought to the venue.

If they are driving – advise them there is a 'Speakers Park' reserved in the car park for them.

7. Ensure you have enough information to introduce each Speaker, and arrange for someone to thank them at the end of their presentation. They are usually presented with a U3A pen and a card (John and Isabel currently hold these in stock).

8. A follow up thank you email to the speakers is a nice gesture to round off their experience with our Group.

9. The Treasurer Bruce Low (b.low@xtra.co.nz) needs to be informed of any bank account numbers required to pay speaker and travel fees. He also requires receipts for lunch expenses which have been paid on the U3A card, and any other information that needs to be passed on to enable him to settle up the Series.

At any point in this process, if you have questions, just ask someone who has organised a Series before. Everyone is here to help.

One suggestion for a letter to a potential presenter:

Good morning/afternoon

I belong to the Friday morning group of U3A Invercargill, and am currently setting up a Series on to be held in 202?.

You have been recommended – I have seen your area of expertise and would like to ask if you would be interested in offering a presentation of our members.....

Our group (usually around 80-100 attendees) meets at the Windsor Community Church, 19 Windsor Street, Invercargill, and commences at 10am. Following the presentation completion at around 11am, a brief morning tea is served. After the break we have a question time, and the morning is concluded by 11.45am. Following the presentation, we offer a light lunch at a neighbouring cafe before you head home

On the day, if possible, we would appreciate you arriving around 9.30 so we can ensure the room is set up to meet your requirements. If you have anything in particular you need for a setup, can you let me know. .

Travel and Accommodation: We are happy to provide a motel for the night prior, and cover travel costs. A donation is also offered for your time.

If you have any questions, please feel free to email or phone me.

Kind regards

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Phone

Then – cross your fingers and wait!!!!

Once the Series is set up - Checklist (for your own peace of mind!)

1. Dates are correctly booked
2. Titles and bios have been received. The information for the brochure has been forwarded to the person responsible for preparing these.
3. Check any technical issues with Rosemary. Ensure sure she is kept in the loop.
4. Book motels and cafe table for lunch if necessary.
5. Keep in touch with the speaker closer to each presentation to ensure we have all their requirements met.
6. On the day – meet them and introduce them to John H and Rosemary. If they have driven down they may be wanting a cup of tea or coffee. Once John has covered the official start, introduce the speaker and preferably sit close to the front so you are there should they need any extra assistance. At morning tea – make sure they get a cup of tea or coffee if required. In the question time it is helpful for the hand mike to be offered to those asking questions so everyone can hear the question. If this isn't possible, ask the speaker to repeat the question. Once this time is finished, ask the person you have arranged to offer the vote of thanks. Assist the speaker with any packing up required. If they are coming for lunch, escort them to the cafe and relax!
7. Do final follow up emails
8. **RELAX – you can now breathe easy on a job well done.**