

VICE PRESIDENT, PROGRAMS

INITIAL CONTACT

Get the list of speakers and their contact information from Vice President, Contracts. Contact speakers about six weeks before their scheduled lecture date. Introduce yourself and check their travel plans and any special needs they may have. Be sure they have your contact information. Ask if they plan to ship quilts or other materials. If so, give them your address.

HOTEL RESERVATIONS

Make arrangements for lodging at Comfort Inn, 9333 Skokie Blvd., Skokie, 847-679-4200, or comfortinn.com. Use your own credit card to hold the reservation. The speaker will pay with her own card when she registers and will be reimbursed by IQI's treasurer. Or the speaker may be lodged in a member's home if she prefers. The membership chair will have a list of members who volunteered for this. Offer the choice to the speaker.

TRANSPORTATION

If necessary, arrange to pick up the speaker at the airport. You can do this yourself or have another member meet her. If all else fails, she can take a cab. Arrange for transportation after the lecture if necessary.

THURSDAY NIGHT DINNER

Tell the speaker about the dinner date before the lecture. Notify board members of the time and place. We have been using the Cheesecake Factory at the north end of Old Orchard shopping center, which is convenient to the hotel and Beth Hillel.

PAYING THE SPEAKER

Call the treasurer and make sure the speaker's check will be available Thursday night.

Revised by Diana Burrows, 2011-2012