

“LET’S MAKE PROGRAMS A CHALLENGE”

TIPS FOR SUCCESSFUL PROGRAMS

1. Establish a committee of 3 or more for successful programs. Be sure the Awards Chairman is part of the committee. Very IMPORTANT, the **AWARDS** form will be published in the TFRW President’s Newsletter. There are some KEY programs that you **must** have in order for your clubs to receive an award. Ask your President to share the AWARD form with you.
2. Survey your club members for their interest, issues & concerns. Place a pad and pen on each Table at each meeting for this purpose.
3. Plan well in advance. You can choose your subject, and then choose your speaker. Make a yearly calendar if possible.
4. Put programs in your yearbook/roster, along with your bylaws.
5. When you invite your speaker, give at least a month or more notice including all the relevant information. DATE....TIME....PLACE...with very good directions. Give as many contact telephone numbers as possible. Especially the number of the Meeting Place. Ask if they mind sharing their cell number, so you may contact them in transit if necessary.
6. Arrange for your speaker’s arrival. Greet them at the door.
7. Ask for a bio for introduction. DO NOT make the introduction LONG!
8. Be sure your speaker knows the topic he/she is speaking on (you would be amazed). Also, very important, give your speaker a time limit, 10 min, 15 min, etc... When time is up, the Program Chairman or someone designated can stand up and can say “one more question”. Remember to thank the speaker.
9. During election years, Republican Candidates need a forum to meet voters. REMEMBER THIS: If there is more than one candidate in a race during the primary, **ALL** must be invited to attend and given equal time to speak. Our priority is to elect Republicans to office.
10. If you have an interesting program/speaker, please send on to your **TFRW Vice President of Programs** so that it can be shared with other clubs across the state. Your club will be listed as the originator of the topic and acknowledged for the success of the program. REMEMBER; write your **Thank You** within a week.

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