



Checklist for Session/Course Coordinator

Before the date:

- Obtain the attendance and refreshment volunteers signup sheets from the Curriculum committee
- Remind the refreshment volunteers who signed up for each session.
- Inform the speaker of the location and time, and the format of our sessions. If the speaker is not a UMass employee arrange for parking (see below).
- Obtain a short bio for introduction of speaker; ask if there are any special requirements.

Arrange parking for speakers who are not UML employees.

- Go to the **UCAPS** office (Ucard, Access and Parking Services) in University Crossings. The office is near the entrance on Salem St. You can park across the street or in the driveway if you have called ahead.
 - Request a one-time hang-tag. Get this to the speaker ahead of time. An alternative plan is to meet the speaker and come together.

Day of the Class

- Set up and test the microphone and speaker slides/visuals (LIRA technology committee member will help)
- Each session, call the group to order and:
 - Ask if there are any announcements
 - Thank the people who brought refreshments
 - Remind the next week refreshment volunteers
 - Remind members to wear their nametags and to sign the attendance sheet.
 - Ask attendees to turn off their cell phones.
 - During Intersession be sure to welcome guests.
- Introduce the speaker.
- Turn down the lights and shades as necessary
- Call the break if the speaker does not break.
- Bring the class to order at the end of the break.
- When speaker is finished, thank him/her.
- Assist speaker in packing up if needed.
- Collect the food donation \$\$ - give to Treasurer.

After the Session

- Write a review for the Newsletter and the Facebook Page. Pictures are encouraged but not absolutely necessary. Email to Jeridurant@gmail.com and fesmire149@gmail.com.