

SUGGESTED MEAL FUNCTION RESPONSIBILITIES

EPAF

Opening Session: Presiding President

- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- Does a Welcome to the Conference – and introduces any special guests – such as national district directors, keynote speakers, etc. Presiding President gets with other association Presidents to confirm special guests.
- Introduces the EPAF Board Chairs
- May provide Thought for the Day
- Make any “housekeeping” or room change announcements.
- Introduces entertainment – if applicable.

Awards Breakfast: Presiding President

Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her

- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Introduces guest speaker (if one) or assign someone to do the introductions
- Informs Association Presidents ahead of time as to the order of the Award presentations. May want award announcers (usually one per association) to sit up front – announce for award recipients to line up along the wall before time for their association’s awards.
- Work with Facilities Chair to have table for awards in front/side of stage. Have someone for each association held hand awards to presenter or recipient.
- Makes any “housekeeping” or other general announcements

Retiree’s Luncheon: Presiding President

Typically program starts 30 minutes after meal has been served – Make sure Guest Speaker is finished before introducing him/her (if a guest speaker)

- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Work with ESP person for collaboration on the Memorial Service and introduction of Retirees present
- Makes any “housekeeping” or other general announcements

DSA Banquet: Presiding President

Typically program starts 30 minutes after meal has been served – Make sure

Guest Speaker is finished before introducing him/her (if a guest speaker)

- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Work with Award Presenters as to the order of presentation – also remind them not read verbatim from program book but to summarize in their own words the Award Recipient's accomplishments – keep presentation to 90 seconds.
- Check with Dean to see if he will present the Awards to recipients.
- Work with Past President's Committee on the practice session and reserving tables (facilities chair will handle reserving tables with hotel) and processional for award recipients.
- Need to have enough chairs on or beside the stage for the presenters to sit.
- Work with Facilities Chair for table to place awards at front/side of stage
- Work with Past President's Committee on Officer Installation –
- Make any "housekeeping" or other general announcements

FACAA & FAE4-HA Breakfast:

- Confirm 2 ticket takers for each breakfast and turn into Registration Desk

Friends of Extension Luncheon: Presiding President

Typically program starts 30 minutes after meal has been served – Make sure

Guest Speaker is finished before introducing him/her (if a guest speaker)

- Confirms 2-4 Ticket takers – they should remain in place minimum of 5 minutes after program starts. Turn Tickets into the Registration Desk
- May Provide a thought for the day
- Recognizes any special guests
- Work with Association Presidents to get names of who is presenting the FOE Awards – work with Facilities Chair on number of tables to reserve

Dinner and Auction:

- Facilities Chair solicits 2-4 ticket takers for the dinner – turn tickets into Registration Desk.
- Facilities Chair works with Auction Chair for number of tables needed for both live and silent auction

Administrative Breakfast:

- Facilities Chair solicits 2-4 ticket takers for breakfast – turn tickets into Registration Desk
- Facilities Chair works with Dean's contact on AV equipment and special room set-up, if any.