

# Arrangements Passdown

May 16, 2009

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2008-2009 Co-Arrangement Chairpersons



# ***Outline***

- I. Introduction – Strive for Wow**
- II. Advance Preparation**
- III. Your Responsibilities at the Meeting**
- IV. Closure After the Meeting**
- V. Other Notes & Thoughts**

# I. Introduction

# Strive for Wow!

- Congratulations on assuming the role of Arrangements Chair for ASQ Section 1414 - you have one of the busiest and most important roles in the entire section
- Your primary responsibilities are: a) arranging for a meeting place and food, b) preparing speaker and presentation aids such as projector, screen, easel, post-it notes, and c) preparing the registration table with a sign-in sheet, REU credit letters, raffle tickets and prizes, etc.
- The web site and the General Meetings are the two primary touch points where we interface with our membership.
- Meetings are a key opportunity to create a positive impression of ASQ Austin as an exciting and dynamic organization.
- When planning a meeting, strive for a “wow” impression on the attendees. For each meeting try to do at least one thing that is special. Some ideas are:
  - Extra nice raffle prizes (e.g. floral arrangements in nice vases)
  - An extra touch with the food such as especially nice dessert with coffee
  - A especially nice venue for the meeting
- Remember - people are always eager to join an exciting and dynamic organization. You have the opportunity to help create that impression.

## II. Advance Preparation

# *Tour the Venue Well in Advance*

- Tour the venue well in advance of the meeting and make sure:
  - The room has capacity for 50-75 persons
  - There is an area where food can be served (even if this is just temporary tables)
  - Audio visual aids such as projector and screen are available and in good working order
  - If in a company conference room make sure you understand security sign-in procedures and emergency evacuation procedures in advance
- For plant tours, be especially sure to meet with your host at that plant facility at least a week in advance and make sure they understand all of the requirements above and plan to meet them
  - Physically visit their break room area where food will be served
  - Visit their conference room and count to make sure there are enough chairs
  - Make sure the company has enough parking
  - Ask whether or not the company needs an RSVP list of names in advance – some do for security reasons
  - Ask what their plan is to handle a large turn out – it is common to get 60-80 people for a plant tour

# Food & Beverages

- If you are holding the meeting at a company conference room or if the meeting is a plant tour you will want to plan on fairly simple food. Some suggestions are:
  - Pizza – most places will give you a discount for a large order
  - Deli sandwiches – Jason’s Deli delivers and they have good food
  - Be sure to place the order for your pizza or deli sandwiches 1 or 2 days in advance of the meeting
  - Buy beverages in bulk – I usually go to Sams or Costco and buy a variety of sodas, water, and sometimes even Perrier or other carbonated waters.
  - On your way to the meeting stop by a convenience store, buy ice, and ice down the drinks in the large ASQ coolers we own
  - Time the delivery of the food between 5:15 and 5:45 p.m. – networking time at our meetings starts at 5:30 so this gives everyone time to get food and eat it before the meeting starts at 6:30 p.m.
  - Make sure you have plenty of plates, plastic knives and forks, napkins etc.
- If you are meeting at a restaurant, work closely with the manager, get the agreement in writing, and double check that they have recorded your reservation correctly – “trust but verify”
  - Watch out for clauses in the contract that charge you extra if you miss the target head count
  - Sometimes it is better to give the restaurant a low headcount and then upside it at the last minute if more people show up to avoid these fees

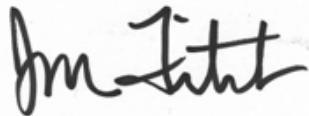
# REU Certificates

- Make REU certificates with meeting date and place for person to add their name. See example below
- Have hard copies of these available on the registration table. Be sure to print at least 40 copies

Saturday, May 16, 2009

This is to certify that in accordance with ASQ's Code of Conduct and recertification procedures that I, \_\_\_\_\_, attended the Austin ASQ Section 1414 Monthly meeting. This meeting was a Recognition/Awards Dinner meeting.

I am therefore eligible to claim 0.3 RU credit



Jon Fitch  
Arrangements Co-Chair  
ASQ Section 1414

# Sign-In Sheet

- Make a sign-in sheet. Use current membership list from ASQ National web to do this.
- See instructions on next page on how to download the latest ASQ 1414 membership list from the ASQ national web site
- Take the ASQ 1414 Excel membership list and format it so that there is a column with last names, first names, ASQ membership number, and then a blank column for initials
- Have a hard copy of the sign-in sheet at the registration desk for people to initial as they arrive
- Archive a scanned version of the sign-in sheets as well as the hard copy for future reference - people may need you to provide proof they attended ASQ meetings over the last couple of years in order to meet their recertification requirements

# Downloading the Membership List

- Download the latest membership list with members emails from the ASQ national site and sort it:
  - 1) To access email list of Section 1414 membership, go to the ASQ National web site [www.asq.org](http://www.asq.org)
  - 2) Login under your ASQ user ID and password
  - 3) Go to Member Leader area which can be found at the bottom of the [www.asq.org](http://www.asq.org) home web page. You have to scroll down to see it.
  - 3) Under Community of Practice, click on Membership Lists and Reports.
  - 4) Click on YES that you agree to ASQ's terms for use of membership lists
  - 5) Under Section Full Lists, click on All Monthly Data. This will open a compressed folder. Within the compressed folder there will be a number of Excel files. Choose the largest one that is named SECTION. Also there should be another file that is the new members added in that month. Download that file too.

# Raffle Prizes

- Raffle prizes are one of our ASQ traditions:
  - When everyone comes in the door they are given half of a raffle coupon and the other half is placed in a fishbowl for the drawing
  - Drawings are usually the last item of business at a meeting and happen around 7:45 p.m.
  - The arrangements chair person usually draws the first ticket – then the winners draw all of the subsequent tickets
  - We usually let the first winner choose which prize he/she wants from the 5 or so raffle prizes
- Purchase 5 or 6 raffle prizes in advance of the meeting
- I try to make the raffle prizes something nice at around \$20 each. Some raffle prize ideas are:
  - USB memory stick (8 or 16Gb)
  - Starbucks coffee card for \$20
  - Movie ticket passes (for 2 or for a family of 4)
  - Floral arrangements – you can buy nice vases from Hobby Lobby for \$5 and nice bouquets of flowers from Sams or Costco for \$15 each. I like to do flowers for the Feb meeting (close to Valentine's Day and at the Dec and May dinner meetings)

# Other

- ASQ Certification brochures
  - Check your stock of brochures on the various ASQ certifications
  - Re-order from ASQ National as needed
- Welcome packets
  - These are for new members to introduce them to ASQ and ASQ Austin
  - The membership chair person can have more printed for you on an as-needed basis
- Visit the ASQ storage shed and pick up the two white plastic tubs, the coolers (if necessary), and easels (if necessary).

# III. Your Responsibilities at the Meeting

# Arrival

- Arrive at the meeting venue well in advance – my recommendation is 5:00 p.m. if possible
- Arrange for at least 1 helper (preferably 2 or 3) to arrive around 5:00 p.m. – it can be difficult to recruit helpers who can get off work and arrive by 5:00 p.m.
- Have the registration table set in time for the first members to arrive at 5:30 p.m. with the following:
  - REU certificates on the table
  - Sign-in sheet
  - Name tags and a sharpie pen
  - Raffle tickets and the raffle ticket jar
  - Have one of your helpers man the registration table to free you up to set up food and work with the speaker to set up his computer and any audio visual aides he/she may need
- Set up display table (or part of registration table) with ASQ certification brochures and welcome packets. Have a helper do this for you.
- Meet with the speaker as soon as they arrive to help them set up. Verify that the projector works, their presentation projects well, etc. Find out if there are any problems as early as possible so you have some runway to fix them.

# Arrival – Cont'd.

- Receive the food:
  - Pay for the food, include the tip on the receipt
  - Have the delivery person initial the tip on the receipt
  - Save the receipt and turn it in afterwards to the Treasurer for reimbursement
- Take photos at the meeting – you may want to have one of your helpers do this.

# IV. Closure After the Meeting

# *After the Meeting*

- Clean up the room and leave it as neat as you found it:
  - Pick up loose cups and plates from tables
  - Throw away any leftover food or give it away
  - Straighten up chairs and tables back to their original positions
  - How neat we leave the room may determine whether or not we can continue to use that facility for ASQ meetings
- Return the white plastic boxes, coolers and other items to the ASQ storage shed (Public Storage is located on the southbound frontage of Mopac just south of Parmer Lane)
- Be sure to empty the ice and water out of the coolers and allow them to dry – otherwise they will smell like mildew

# V. Other Notes & Thoughts

# Other Activities . . .

- Get the Public Storage shed payments set up in your name:
  - Provide access to other key committee members
  - Contact Wayne Drews to transfer the Public Storage shed to your name
- Pay for monthly storage on routine basis. File for reimbursement from the section.
- Make arrangements for the venue May and December dinner meetings 6 months in advance, if possible.
- Plan out the cost structure of the meals for those events
  - What is the cost of the food?
  - Will you charge the members for the meal?
  - Work out a plan for the year that keeps the net expenditure on budget
  - Keep the Chair and Treasurer apprised of your spending on a monthly basis

# *Other Activities . . .*

- Submit receipts for reimbursement to the Treasurer for your expenses. Use the reimbursement form found on the ASQ web site under “Section Info”. The link is called “ASQ Check Request Form”
- Send photos from the meeting to the Internet Liaison for posting on the web site. Include explanatory text and names where possible.
- Make sure someone gets a copy of the speaker’s slide deck and posts it on the web site.