

2024 Arkansas Head Start Association Institute Committee Timelines

Committee	Activities	Timeline	Member(s) Responsible	Completed
Institute Chairs	Provide updates at AHSA Institute Committee Meetings	Ongoing		
	Extend invitation to ACF Regional Office Staff	November 2023	J. Govan	
	Secure letters for Institute Program Book			
	Set Agendas format for General Sessions (select personnel for welcomes, introductions, presentation of flags, etc.)	November 2023	J. Govan	
	Secure Color Guard /Singer for National Anthem	January 2024		
	Develop a Digital Background for General Sessions			
	Determine Head Table arrangements			
	Select Menu's for Breaks and Special Events			
Ensure all flags are available				
Review BEO's from Hotel and Catering				
Conference Packet	Provide updates at AHSA Institute Committee Meetings			
	Select institute packets (bags, portfolios, etc.)			
	Determine packet contents			
	Contents delivered to AHSA Office			
Stuff institute packets				
Decorations/Door prizes	Provide updates at AHSA Institute Committee Meetings	Ongoing		
	Send requests to programs for submission of artwork	November 2023		
	Determine other ideas for decorations/door prizes			
	Select artwork			
	Prepare, Mat, and Frame artwork			
Setup artwork/decorations				
Silent Auction Committee	Provide updates at AHSA Institute Committee Meetings	Ongoing		
	Send out Silent Auction Theme Baskets Request	November 2023		
	Develop Bid Sheets			
	Send Reminders about theme request			
	Setup Silent Auction at the Institute			

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Exhibits/Sponsors	Provide updates at AHSA Institute Committee Meetings Distribute Exhibitor/Corporate Sponsor Forms Send reminders to possible exhibitors/sponsors Assign Booth Numbers/Send confirmations to exhibitors Recognition on website for exhibitors/sponsors Send exhibitor/corporate sponsor information to program committee Send reminders to exhibitors Work with exhibitors during setup and tear down; coordinate ribbon cutting ceremony	Ongoing November 2023		
Finance/Budget	Provide updates at AHSA Institute Committee Meetings Monitor Institute Budget Establish system for collecting fees/Establish system for paying invoices Establish system for collection of fees onsite			
Hospitality	Provide updates at AHSA Institute Committee Meetings Determine visibility for recognizing Hospitality Staff Prepare badges Send map of Institute Meeting Space to Hospitality Committee Members Prepare schedule for Hospitality Committee Members Provide training for hospitality committee on layout of hotel and information about Prepare a flyer for Presenters to include in packets Gather items for Presenter Goody Bags Maintain message board Be visible to help welcome/direct participants Man the hospitality room for presenters			

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Publicity	Provide updates at AHSA Institute Committee Meetings Disseminate information in early childhood newsletters Develop press releases and share with media	Ongoing		
Registration	Provide updates at AHSA Institute Committee Meetings Work with Budget Committee to set registration fees Work on Draft Registration Form E-mail institute information Order supplies (nametag holders, ribbons, etc.) E-mail institute reminder Develop schedule for registration personnel Enter registration information from paper forms Prepare registration packets Man registration table at the institute			
Pre-Institute Committee (OSM)	Provide updates at AHSA Institute Committee Meetings Brainstorm possible topics for the Pre-Institute Select Speakers Request information from speakers (topic, bio, etc) Work to get CEU's and PDR hours Develop Agenda for the pre-institute Develop registration form for the Pre-Institute Send confirmation to presenters			
Program	Provide updates at AHSA Institute Committee Meetings Brainstorm possible topics/Develop Call for Papers Select Keynote Speakers Distribute call for papers Work to get CEU's and PDR hours Review call for papers and select workshops			

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	Determines Room Assignments/schedule/ Send confirmation to presenters Send reminder to presenters Prepare program booklet			
Facilitators/Evaluation	Provide updates at AHSA Institute Committee Meetings Develop evaluation forms Copy evaluation forms E-mail institute schedule and facilitator instructions to facilitators so they can select possible sessions to facilitate Develop facilitator schedule Prepare facilitator packets Facilitator's Training Ensure that facilitators are present at sessions Collect evaluations forms, notify registration of presenter no-shows Prepare evaluation summary			
Equipment	Provide updates at AHSA Institute Committee Meetings Secure technology monitors Work to secure equipment Make room assignments for Technology Monitors Training for Technology Monitors Set up Equipment for presenters, check at each break to ensure equipment is functioning properly			
Special Events	Provide updates at AHSA Institute Committee Meetings Secure Entertainment for General Sessions/Special Events Develop flyers for special events Determine equipment needs/setup for entertainment Develop tickets for special events Submit program information			

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	Confirm scheduled times with entertainment			
Signs/Printed Materials	Provide updates at AHSA Institute Committee Meetings Prepare institute banners Prepare institute signs for sessions/exhibitors Setup signs at the institute			
Prior to Institute Set Up Crew	Provide updates at AHSA Institute Committee Meetings Identify individuals who will assist with packing and loading of materials to bring back to the AHSA Office Help load up materials to bring back to the AHSA Office			
Post Conference Detail Crew (Clean-Up Crew)	Provide updates at AHSA Institute Committee Meetings Identify individuals who will assist with packing and loading of materials to bring to the AHSA Institute Help setup materials at the AHSA Institute			