

Program Committee Chair

August

- Get artwork files from the Invitations Committee and determine the look of the program. Typically, the program mirrors the look of the invitation and uses the same artwork for the cover.
- Ask Ball Chairs for any of their priorities for the program. Is there anything special they want included? Do they want the program folded long (4.25 x 11) or short (5.5 x 8.5)?
- Decide if bidder numbers will be printed on the back cover of the program or if large stickers will be used.
- Connect with your chosen printer to set the timeline with the goal of a complete, printed program by Thanksgiving.
- Get information on the required formatting for the program file. Some questions to ask:
 - Will they want it as a print-ready PDF or Word file in which they do the formatting?
 - If you are formatting, what are the required margins?

September

- At the meeting, the Auction Packages Chair announces the parties that will be auctioned at the ball and people sign up for party committees. Ask for a copy of this sign-up sheet so you know who is the chair for each party.
- Email your committee to arrange a date to meet and assign/discuss the party descriptions. Each committee member chooses 3 or 4 parties to write a description of for the program. Each committee member also chooses free or low-cost images that capture the spirit of each party. Images must be of high quality for printing.
- Get the party planning form from each of the party chairs. This document will communicate the party chair's vision for the party so that your committee can accurately describe it in the program.

October

- Committee writes party descriptions and finds photos.
- Get the menu, order of auction packages and thank you list from the Ball Chairs.
- Send a copy of each party page to the corresponding party chair for proofing. The party chair must confirm that all information is correct. Give a **firm** deadline for any changes they may wish to make.

November

- Send a complete program to the Ball Chairs for their review.
- Send a complete copy to two other people of your choice for proofing and comments.
- Get a final proof from the printer to check the final product.
- When you are satisfied, OK the printing.

Thanksgiving Week

- Pick up printed programs.

Ball Week

- Contact the Treasurer to arrange pick-up of the bidder labels. The Treasurer works with Reservations to process ticket orders for guests and assign bidder and table numbers. They produce a label that has the bidder number, table number and bidder name on it.
- The Program Committee affixes the large bidder numbers (if not pre-printed) and the matching, smaller bidder labels to the back of the programs.
- Deliver the complete, labeled programs to the ball venue the morning of the ball.

Notes on Numbers of Programs to Print

- Order as many programs as there are guests. However, since most guests are actually a couple who share a bidder number, the range of bidder numbers is far less. For example, if there are 300 guests, perhaps 250 comprise a couple (125 bidder numbers) and 50 are singles. That adds up to 175 bidder numbers.
- In addition, there are sometimes late arrivals or guests who need to be assigned a bidder number at the last minute. So there needs to be extra programs and unassigned bidder numbers to accommodate them. In this scenario, you would advise the printer to print approximately 310 programs and duplicate bidder numbers ranging from 001-200.