

HOSTING GUIDELINES FOR THE SPEAKER'S TOUR PROJECT

Your chapter will be visited by a speaker who is sponsored by the NARGS Speakers Tour Project. You are asked to consider the following, as hosts for our Speakers, to ensure their comfort while visiting your chapter.

The primary mode of communication is email. However, it is important that the STP committee member for your tour also has your telephone numbers, home and cell, in the event of an emergency. It would also be helpful if the email address and telephone numbers of a back up person could be provided.

Information regarding our speakers special needs, requests, or dietary preferences, along with breakfast preferences, will be provided in advance. You will also be provided, in advance, the speaker's equipment needs for his presentation. The general schedule of garden visits and other leisure activities is something to be worked out between you and the guest. It is not necessary to plan every minute of the visit. Ample leisure time should be provided in the schedule for each of you to have some time alone and for the speaker to recoup after the program.

It is important that NARGS speakers know WHO will be meeting him and who will be hosting him/her while visiting your chapter. You, or the host for the occasion, should meet the speaker at the baggage retrieval area to welcome the speaker and assist with any luggage to be carried.

The arrival time in your city will be sent to you previously. It will be re-sent a couple of weeks prior to the speaker's visit. When the travel arrangements for your speaker are completed you will be sent the Speaker's email address so you can contact him/her directly. This will enable you to complete the arrangements for the visit to your chapter. Please check with the airline just before you leave for the airport in case the flight has been delayed or advanced. The airlines provide regular updates of arrival times, and the flight number and airline have been provided to you.

At the chapter meeting, the first business is to see that the speaker's presentation is properly setup and that all the fine-tuning of the equipment has been accomplished before socializing begins. Be certain that your guest is not left to fend for him/her self. If you have chapter business to attend to, please introduce the speaker to another congenial member who can introduce him to other members of your chapter. At the conclusion of the presentation, it is important that you or another chapter representative is there to say a few remarks of thanks to ensure that our speaker feels appreciated. Since the speaker is usually besieged with questions and compliments, be sure to retrieve his presentation and return it.

Chapters are responsible for the speaker's honorarium, \$250 USD for one program, and \$400 USD if he gives two programs. An envelope with the fee in CASH should be given to the speaker, along with a few more words of thanks at the end of the presentation.

On the day of departure, check flight times again to be sure the speaker won't be stranded at the airport by a canceled flight. If there are any questions or problems along the way, feel free to call the person responsible for the specific STP tour at hand.

Speakers Tour Program Coordinator:

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