



NATIONAL DAY OF DIALOG

2019 EVENT PLANNING TOOLKIT

What is the Day all about?

The National Day of Dialog engages local chapters to explore a topic. This year's topic has us focusing on basic insecurities and we are challenging each chapter to take action to address issues on campus. This toolkit is designed to help you plan a fabulous event on your campus around our 2019 topic. We have also created a discussion toolkit to guide conversations on our 2019 topic, basic insecurities, which is available for download on the AAWCC national website.

Steps to Planning a Great Event

1. You may organize the event with a committee comprised of faculty, staff, administrators, and students.

It is important to assign note takers as part of your Committee's responsibility so they can collect/record the conversations regarding the three AAWCC questions that will be asked as part of your Day of Dialogue (refer to the discuss toolkit). You may also want to supply note cards and ask people to write down their answers to the questions as well to further collect data.

2. Decide on the format for the National Day of Dialogue event. The event can be one hour to a full work day. This depends on what the committee decides they can accomplish. Examples of what a National Day of Dialogue event could consist of are below:

- Speakers (keynote speakers or panelists)
- Large Group Discussion
- Small Group Discussions
- Women of Achievement Awards (honoring women in the community)
- Day of service
- Opening or closing with a speaker and including discussion sessions throughout the day or however long your National Day of Dialogue is determined to be.



3. Items for the National Day of Dialogue Committee to consider for the event:

The planning grid below includes the fundamentals a planner must expect to coordinate.

| TASK | ASSIGNED TO | COMPLETED | NOTES |
|--|-------------|-----------|-------|
| Site Selection | | | |
| Event logistics | | | |
| Hotel accommodations (if you have a speaker) | | | |
| Travel arrangements (for speakers) | | | |
| Invitations | | | |
| Food | | | |
| Entertainment | | | |
| AV equipment | | | |
| Decorations | | | |
| Printing | | | |
| Gifts and awards | | | |
| Publicity (social medial, newsletters) | | | |
| Event day set up | | | |

4. The most memorable aspect of the meeting or event you plan (aside from the food) is likely to be the program. If you elect to have a speaker, then selecting the right speaker to address participants is crucial. The following are the basics to keep in mind if you decide to host a speaker:

- Know the program objectives.
- Understand audience needs.
- Ask for references.
- View a demo video.
- Don't assume that all celebrities or key community leaders know how to deliver an effective speech.
- Be wary of grandiose claims.
- Provide speakers with good information so they give you what you want.

- Provide the speaker information via email and confirm via phone that they have received the confirmation letter with details about the event.

5. The week before the National Day of Dialogue event:

- Confirm the accommodations and set up.
- Confirm committee assignments with members.
- Confirm time to meet committee members to assist with set up for the day of the event.
- Confirm any speakers via email and phone and be available to answer any last minute questions.

6. What to do during the National Day of Dialogue event:

- Plan to be at least 2 hours early on this day to help with set up, questions, and to support others that may need reminding that your event is TODAY!
- Double check on the accommodations and set up for the event.
- Bring all items for the event to the venue where the event will be taking place.
- Set up!

7. How To Submit Your Report By March 31, 2019

AAWCC will be compiling your answers and creating a report on meeting the current and future needs of community college women. The report will be shared on AAWCC National Website and preliminary information.

- Go to the National Day of Dialogue Report link: <https://www.surveymonkey.com/r/DayofDialog>
- Please email pictures of your event that may be used on the AAWCC website to showcases the movement happening across the USA to Beth Holman at ehoman@howardcc.edu

2019 DAY OF DIALOG THEME: BASIC INSECURITIES

