2027 Arkansas/Southwest Regional Head Start Institute Committee Timelines

Committee	Activities	Timeline	Member(s) Responsible	Completed
Institute Chairs Sara Wilhite Jackie Govan, Coordinator Deana Howell, ASM	Provide updates at AHSA Institute Committee Meetings Extend invitation to ACF Regional Office Staff Secure letters for Institute Program Book Set Agendas format for General Sessions (select personnel for welcomes, introductions, presentation of flags, etc.) Secure Color Guard /Singer for National Anthem 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 Sara Wilhite	Provide updates at AHSA Institute Committee Meetings Send requests to programs for submission of artwork Determine other ideas for decorations/door prizes Select artwork Prepare, Mat, and Frame artwork Setup artwork/decorations			
Silent Auction Committee Jackie Govan Deana Howell	Provide updates at AHSA Institute Committee Meetings Send out Silent Auction Theme Baskets Request Develop Bid Sheets Send Reminders about theme request Setup Silent Auction at the Institute			
Exhibits/Sponsors Sara Wilhite	Provide updates at AHSA Institute Committee Meetings Distribute Exhibitor/Corporate Sponsor Forms			

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	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			
Finance/Budget Shirley Pulliam	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 Angela Blankenship	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			
Publicity Jackie Govan	Provide updates at AHSA Institute Committee Meetings			

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Deana Howell	Disseminate information in early childhood newsletters and other information formats Develop press releases and share with media Disseminate flyer to Programs and Partners			
Registration Sandy Borreson	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 Jackie Govan	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 Sara Wilhite	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 Determines Room Assignments/schedule/			

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	Send confirmation to presenters Send reminder to presenters Prepare program booklet			
Facilitators/Evaluation Jennifer Thomas	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 Angela Blankenship	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 Jackie Govan	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 Shaytra Bridges	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			
Post Conference Detail Crew (Clean-Up Crew) Virginia Gianelloni	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			