

TASKS FOR ALL AFFILIATE RALLY

Arranging for proper sound system set up and mics

Determining guests to be invited

Inviting Guests and Speakers

Setting Speaking Order

Who is on the stage?

Making Seating Arrangement

Arranging for flags and banners

Media

Contacting the press

Press release

Press kit

Meeting and dealing with the press during the evening

Materials

Letter to all members

Flyers(s)

Materials to be handed out during the evening

Information on transportation

Meeting

Setting the agenda

Chair for the meeting

Questions and answers

Marshals