

## Planning an Informational Meeting Timeline

Planning a well-organized Informational Meeting takes planning and delegating. Keep in mind that this may be the first time someone has heard of the honor society. This is the opportunity to put the developing honor society in the spotlight and convince attendees that accepting membership is worth their time and investment.

When planning for an Informational Meeting keep in mind the resources you have readily available. This can include the venue (some have notices you must give in order to utilize the space and possibly a deposit to pay). Below is an example timeline to use in order to execute a successful Informational Meeting.

### 3 months in advance

- Meet with Board of Directors to determine the agenda for the Informational Meeting
  - o This can include: if you will provide refreshments, decorate, creating a presentation
- Delegate tasks to members, depending on the resources they have available
  - o Example: who will make copies and bring Member Profile sheet, Membership brochures and flyer(s) for upcoming events/programs, who will bring refreshments (if caterer is not used), who will create/bring presentation materials, who will bring name tags and sign in sheet.
- Determine if you will need to utilize honor society funds
  - o If you will, establish a budget for the informational meeting
- After the Board meeting, contact the venue and caterer (if needed) to be placed on schedule

### 2 months in advance

- Touch base with members who were delegated task(s)
- Create marketing material and communication plan to disseminate information
  - o This includes making a flyer/postcard, creating a Facebook event, posting the information on your honor societies website, School of Nursing site and any other site you can use, sending a personal invitation to qualified candidates via email/Facebook/postal mail.

### 1 month in advance

- Touch base with venue and caterer (if needed) for any last minute details
- Begin promoting Informational Meeting to qualified candidates and honor society members
  - o You can also send the information to members of the Nursing community, hospitals/nursing homes/etc. and faculty/staff in the School of Nursing

### 2 weeks in advance

- Send reminder email to qualified candidates and honor society members
- Touch base with members assigned to task(s) for any last minute details
- Inform honor society members what time you need them there to assist with set-up

### 1 hour before Informational Meeting

- Set up venue for informational
- Board of Directors begin to prep for attendees arrival