

## LECTURE COMMITTEE RESPONSIBILITIES

- Well in advance
- Chooses possible theme & topics for lecture series
  - Checks that no holidays/religious festivals fall on dates
  - Discusses possible speakers on each topic & proposed dates
  - Prepares draft outline for series & presents it to Board
  - After Board approval, decides which member will be responsible for each talk
  - The members responsible for talks interacts with the proposed speakers
  
- Before publication of newsletter
- Preparation of lecture sheets
  - Speakers are asked for short (4 lines or ca.50 words) written descriptions for their talks
  - The lecture sheet is compiled, using the descriptions & WHA logo
  - A short version is prepared for page 2 of the newsletter
  - The lecture sheet is included loose in the newsletter; the info is put on the website Home Page & Events Page; it is posted in the Library & Victoria Hall; it is available at the lectures; the sheet is stored in the red Lectures Series binder in the WHA office
  
- List of speakers
  - A list of contact info is prepared on the speakers—name, email, phone number, mailing address
  - The contact info is stored in the red Speakers binder for the lecture series
  
- Posters
  - A member of the committee interacts with the poster designer to determine the style, images, font, & colours for the 4 posters, so there is a unified look for the series
  - The draft posters are vetted by the other committee members
  - The jpgs. of the posters are sent to the Webmaster for the Home Page & the Events Page
  - The posters are printed (Copie reseau)
  - The posters are put up—Victoria Hall, Westmount Public Library reference, MCLL (2 weeks ahead)
    - Hogg Hardware, Fougagerie, Visual Arts Centre, fruit shop beside Metro; Atwater Library, Nick's Restaurant (10 days ahead)
  - The posters are stored in the red Posters binder for the lecture series

- Publicity
  - The person in charge of WHA publicity sends the press release at the correct time to the *Gazette*, *The Westmount Independent*, *Westmountmag* (English & French), QAHN for heritage line website

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- Before the lectures
  - Buy wine for speakers
  - Buy refreshment supplies
  - Arrange for parking permits for speakers at Library circulation
  - Find out how many guests are coming (no charge & reserved seats)
- On day of lecture
  - Put up posters for talk on easel outside door, inside at front
  - Check sound equipment
  - Place chairs & reserve seats (for guests, photographer & press)
  - Set out refreshments
  - Put out water for speaker
  - Check powerpoint on Library machine
- Just before lecture
  - Give speaker parking permit
  - Test mike with speaker
- At end of lecture
  - Have official WHA photo of speaker taken, as well as with responsible committee member

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- After lectures
  - Write article based on lecture for *The Westmount Historian*
  - Print photos for the speaker & for the Black lecture series binder
  - Add series information to spine of lecture series binder
  - Mail official thank-you with photos & newspaper article (if any) to speaker. Put copy of thank-you & newspaper article in lecture series binder