

**Association of Fundraising Professionals  
Greater Cleveland Chapter  
Chapter Board Operations  
AFP Event Planning Guidelines**

The following policy was adopted by the Association of Fundraising Professionals, Greater Cleveland Chapter on June 10, 2010 to complement the Standard Bylaws for Chapters of the Association of Fundraising Professionals:

Posting an Event:

**5 weeks prior to the event** the Meeting Committee submits the event information to the Administrator using the form attached at the bottom of this page.

**4 weeks prior to the event** the Administrator will have created the invitation, then submit it to the current AFP President (or selected appointee) for approval.

Upon approval, the event is posted on the web and the registration capability is enabled. After posting on the website, the invitation emailed to all AFP members and AFP friends

Any subsequent emails or mailing reminders are sent out only upon the approval of the current AFP President or their appointee.

For major events such as National Philanthropy Day® or the Annual Meeting:

**2 months prior to the event**, the Planning Committee should submit all event information to the Administrator using the form attached at the bottom of this page.

**Seven Weeks prior to the event**, the administrator will submit the invitation to the current AFP President (or selected appointee) for approval. When approval is received, the administrator will send the invitation to the printer for duplication and mailing to AFP membership.

After posting the event on the website, the registration capability is enabled.

Any subsequent email or mailed reminders are to be mailed upon the approval of the current AFP President or selected appointee.

**AFP Professional Development Program Overview**

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**AFP Program Committee Volunteer Staffing this event:**

**Your cell # and email address:**

**Type of Event (Luncheon, Roundtable, Workshop, etc):**

**Fees:**

**Date/Time:**

**Presentation Time:**

**Event Title:**

**Presenter(s): Electronic Photo of Presenter(s) (if you have one)**

**Promotional Description/Topic Summary:**

**Bio of Presenter(s):\*\***

**Event Location/Address:**

**AV Needs:**

Microphone    Podium    Laptop\*    PP Projector\*  
 Screen    Internet Access    Other [Please specify] \_\_\_\_\_ -

\* If the speaker is not providing their own laptop their presentation will be:  
 E-mailed to the AFP Office    Brought to the event on a flash drive  
 Both [**recommended**]

**Handouts:**

No handouts will provided [not recommended]  
 Speaker will provide copies for the audience  
 AFP will duplicate from camera ready copy provided by the speaker at 5 days in advance of the presentation.

\*\* PLEASE OBTAIN THE STATED INFORMATION BELOW AND FORWARD IT TO THE AFP OFFICE WITH THIS ENTIRE FORM

THANK YOU

\*Speaker's Name:

\*Speaker's Title:

\*Speaker's Company/Organization:

\*Speaker's e-mail:

\*Speaker's Company/Organization website address:

\*Speaker's Office Phone: Cell:

**Submit AFP program information and email at least 30 days prior to the event to:**

AFP office -Karen Gluntz

[admin@afpcleveland.org](mailto:admin@afpcleveland.org)

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