



Curriculum Committee				
Comm. Member Responsibilities and Timeline				
PERSON RESPONSIBLE			DEADLINE AND TASK	
Series Chair	Indiv. Mbr.	OLLI Office		
Dec-Jan-Feb				
X	X		Series committees meet to brainstorm individual lecture topics, possible speakers	
X	X		Pick up from OLLI office stationery and packet of information to give to recruit speakers- Note: Info for speakers is also on the website	
	X		After a speaker has agreed to speak, send confirmation letter on OLLI stationery and use "Information for Speakers" sheet as a guide	
Two months before first lecture in the series:				
X	X			Give OLLI office information on each lecture in the series for the flyer
X				Give OLLI office names of all subcommittee members for inclusion in the flyer
X	X			Give OLLI office any graphics you want included in the flyer
	X			Give OLLI office mailing addresses of speakers (if you want office to send flyer to speaker(s))
		X		Prepare flyer for printing and mailing
One and a half months before the first lecture in the series:				
X		X		Proofread the flyer draft
		X		Committee members receive copy-ready flyers
		X		Send speakers the completed flyer
	X			In a letter or e-mail to each speaker, confirm the audio/visual needs for the lecture
X	X			Let OLLI office know names of organizations that need to receive the flyers
		X		Publicize lecture series in the media, webpage, web
		X		Give flyer to printer/mailroom

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One month before the first lecture in the series:				
	X			Inform OLLI office of the audio/visual needs of speakers
	X			Give OLLI office any documents to be made into handouts
Two weeks before the lecture:				
	X			Make/send a reminder call, e-mail, or letter to each speaker
	X			Arrange with speaker any final details, including how to reach you in emergency
	X			Invite speaker to stay for lunch after the lecture
Day of the lecture:				
	X			Arrange for handouts to be passed out
	X	X		Get announcements from A. Tai that are to be mentioned before speaker's info
	X			Introduce speaker
	X			Act as facilitator during Q&A, close off session at 11:30, and thank speaker
	X			Host lunch for speaker and pay for speaker's lunch
	X			Give speaker's lunch receipt to OLLI office
Within one week of lecture:				
	X			Write thank you letter to speaker on OLLI stationery
	X	X		Give OLLI office copies of any correspondence for OLLI files
		X		Reimburse committee member for speaker's lunch
OLLI Office:			Series Chair's Name & Phone Number:	
2401 Plymouth Road, Suite C			Name:	
Ann Arbor, MI 48105-2193			Phone Number:	
Ann Tai: (734) 998-9351			E-Mail:	
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