

**Republican Women of California  
San Diego County**

**2022 Programs Training**

**Saturday January 8, 2022**

- **Introductions**
- **Responsibilities**
  - Support your President
  - Schedule speakers/program for each meeting
  - Conduct meeting if President is absent
  - Replace President if unable to perform her duties
- **Resources for speakers**
  - President, Board and Members of your club – topics and people they know
  - Elected Officials, Candidates
  - SD Republican Party
  - RPSDC meetings - 2<sup>nd</sup> Monday of the month
- **Contact**
  - Phone, email or letter
  - Confirm they meet criteria ie Registered Republican
  - Offer several dates
  - Ask if they charge a fee / are they promoting a book
- **Schedule**
  - Confirm date
  - Send location, directions, contact info for both of you for day of event
  - Ask for short bio and picture
  - Stay in touch at least monthly
  - Confirm at least 1 week ahead
  - Sent text day prior to your meeting
- **Day of Meeting**
  - Save places at the table for speaker and staff
  - Greet speaker at entrance
  - Confirm who is staying for lunch
  - Confirm time limit including time for questions
- **Post Meeting**
  - Send thank you note with feedback
  - Communicate with your counterparts
  - Consider meeting 30 minutes before RWCSDC monthly meeting
  - Don't be shy.

Additional Handouts:

- [Speakers to Contact Sheet](#)
- [Speaker Contact Log](#)
- [Sample Speaker Advertisement Flyer](#)
- [Suggested Speakers](#)
- [Contact Email Trail](#)