



Preparing for your Annual State or Province Gathering

Please notify actlmeetings@actl.com about your upcoming gathering as soon as possible. It is important to include all state and province gatherings on our national calendar so we can notify the Executive Committee. **Our goal is to make sure that every event is on our website and that we have an officer in attendance.**

Please supply us with the following information when considering a date to hold your Fellows event:

Date, Location, if Spouse/Guest are invited, and point of contact for the meeting.

Once we have received the date(s), we will notify you if an officer is attending and provide you with that officer's email address.

Please send your invitation or rsvp letter to the officer attending as well as actlmeetings@actl.com. *If payment is requested for the meal, the National Office will make the payment for the officer attending and their spouse or guest. Also, please recommend a hotel near the meeting for the officer's overnight stay.

If you are planning to have Fellows register through ACTL.com, **we will need the following information that has been included in this packet.** This will include a welcome invitation or letter to Fellows. Registration must open **2 months** before the event to collect registration and accommodate deadlines.

One month before the meeting:

We will send an email reminding you that we will provide badges for the upcoming meeting.

We will be asking for the following specific information:

- A list of ACTL attendees, with first and last names- in alphabetical order by last name- with spouse/guest first and last names in a column next to the Fellow.
- If a speaker or invited guest (who is not a Fellow) is on the list, please group them separately at the bottom and include their title, city and state.
- **Your FedEx number or UPS account**
- The exact street address where you want the badges sent, and the contact telephone number.

Two weeks before:

Please send Kim the list of attendees for the upcoming meeting. **In the first email, it will state when we would like the list.** If you cannot make that date, please let us know when you can get us the list.

One week before:

Kim will send out the badges with officer/committee ribbons and any additional items you need for the meeting. This will depend on when you send the badge list, FedEx or UPS number and address you would like to have the badges delivered too. You will receive:

- Name badges, some with ribbons denoting any appropriate status, e.g., State Chair, State Vice Chair, Committee Chair, Regent, and Executive Committee (you do not need to worry about identifying these special designations on the list you provide).
- Extra empty badges
- Extra name badge paper stock so that your office can make new badges or makeovers. We will email the name badge template.

*If you have any additional rsvp's let Kim know and she can add them to the registration and will email you a pdf for you to print out once you receive the package.

After your meeting:

Following your meeting, we would greatly appreciate it if you would remove the badge inserts from their holders and send back the magnetic badge holders, as we recycle them for use at other meetings. Thank you in advance for your help.

Your contact at the National Office for the State and Province meetings is:

Kim Klingaman
Meetings Project Coordinator
kklingaman@actl.com
949/752-1801