



New Member Reception Timeline

**Assuming a 6:00pm start time.*

Pre-Reception Timeline

5:00-5:45PM: The chapter officers arrive and do a final set up of the room. Catering is also set up.

5:45-6:00PM: The new members arrive, check-in, mingle, and eat.
(The officer who is reading out the names for the new member introductions should also check the students in so that they can ask questions about pronunciation)

6:00-6:15PM: Take a look around and decide if more people will continue to trickle in or if you are ready to begin.

6:00-6:15PM: Begin Program.

Possible Program Timeline

(All timing is flexible based on the duration of speeches and the number of students in attendance)

0:00-5:00 Min.

The President gives the opening welcome and then introduces the keynote speaker.

5:00-15:00 Min.

Keynote Speaker

15:00-20:00 Min.

A member of the National Office speaks (Rich or Ted). They will speak about what it means to be a member and will close by turning the podium back over to the chapter leader to introduce the new members.

20:00-35:00 Min.

The chapter leader (who checked the students in) will read out the names of the new members in attendance while the President and Advisor congratulate those members and pass out the membership pins.

35:00-40:00 Min.

The National Office representative will return to podium to thank the chapter leaders and pass out chapter awards.

40:00-45:00 Min.

The advisor gives a closing speech, announces any upcoming events, and tells everyone where to meet for group picture.

45:00-60:00 Min.

The new members gather for a group picture and a committee sign-up (if desired). New members may also stay to mingle and eat some more.

End Reception.