ASME FutureME Grant Programs Activity Guide

I. Develop a Timeline & Schedule
   a. How many months are needed to sufficiently plan this event? Most hour or longer events require 6+ months advanced planning.
   b. Pick a date for the event
   c. Select a theme
   d. Select speaker topics and/or type of ECE activity (mini-talks, workshop, networking session, video contest, etc)
   e. Form organizing committee (typically 4 or more volunteers are required) – utilize local Early Career Engineers (ECEs) in planning
   f. Determine scheduling milestones
   g. Request input from ECEs on the type of activity and planning

II. Identify Resources
   a. Funding (ASME Grants, ASME Unit budgets, Corporate sponsorships, colleges & universities, in-kind donations, other)
   b. Venue
   c. Potential speakers, panelists & moderators

III. Develop a Budget
   a. Create attendance goal and estimate of number of attendees, determine intended percentage to be comprised of ECEs
   b. Estimate and Request quotes for expenses
        i. Audiovisual equipment rental
        ii. Venue rental
        iii. Speaker honorarium, travel expenses and gifts
        iv. Food & Beverage (breakfast, lunch, snack, reception)
        v. Event materials (handouts, pens, note pads)
        vi. Marketing Material
   c. Income Estimates
        i. Registration fees
        ii. ASME Sources
        iii. Corporate & Other Sources
        iv. Donations

IV. Identify Speakers & Moderators
   a. Cast a wide net in potential speakers, moderators & hosts
   b. Interview candidates and identify availability
   c. Narrow down candidates based on subject matter, skill set and speaking ability

V. Event Marketing & Sign-up
   a. Registration fees
   b. Posters, email, letters, Twitter & Facebook posts, newspaper ads, contact local corporations, invite other ASME units

VI. Create a Website
   a. Event details (dates, times, and venue)
   b. Event description, objective, brief history, etc.
   c. Schedule of events (breakfast, speakers, lunch, panel, workshop, etc.)
   d. Maps and directions
   e. Suggestions on nearby hotels
   f. Registration and payments: Mail checks to (address) or use a form of online payment
   g. Speakers and discussion panel biographies and photographs or activity description
   h. Companies and groups attending
   i. Sponsoring companies
   j. Contact information for main coordinator and webmaster
   k. The brochure with the event details in it.

VII. Identify Venue Requirements
   a. Sized to accommodate number of participants
   b. Located in an ECE accessible area
   c. Parking
   d. Caterer availability
   e. Room Setup
   f. Audio-Visual Equipment Needs (speaker and audience microphones, laptop, projector, screen, extension cords)
   g. Video Recording Equipment/Staff

VIII. For the event
   a. Handouts
   b. Speaker Biographies & Name Cards
   c. Attendee badges and other materials
   d. Catering
   e. Volunteers for taking attendance, registration, etc

IX. Assessment and Evaluation
   a. Evaluation forms/surveys
   b. Thank you letters for volunteers, speakers, sponsors, etc
   c. Post-event report
   d. Generate content for use by the ECE Programming Committee (videos, articles, etc)