Key Dates
For 2022-2023 Learning Officers

May 2021

Customize calendar with local school holidays and sporting events—GDA website has both US and international education calendars
http://www.gdaspeakers.com/ypo/

- Establish budget
- Gather history of previously booked resources for your chapter
- Poll chapter for interest /input to help determine overall theme and direction

Identify desired venues, resources and any other "Must Haves"

June – September 2021

Identify Day Chairs/Champions

Rough draft of calendar

Determine board approval process/timeline

September - November 2021

Book all fall dates. GDA Tip: Aim to have all fall dates booked before Thanksgiving!

December 2021

Enjoy the holidays!

January - March 2022

Book any remaining dates

April 2022

Create your announcement for chapter--- consider a video to generate enthusiasm and excitement.

Day Chair/Champion Responsibilities

- Select venue
- Have conference call with resource
- Look for unique ways to E-Code presentation
- Review resource contract—pay attention to hotel, ground transportation and AV requirements.
- Prepare introduction