

Presidents Day Celebration (February) Planning Information

9 Months Prior

Secure location (Propylaeum or Carriage House at Propylaeum)
Make deposit on location

7 Months Prior

Alert local Leagues as to location, date, and time in e-Voter, print Voter, and on website
Form a Presidents Day Committee and choose a chair

December

Committee meeting
Begin discussion of speakers and workshops
Create event registration format
Promote event
Select menu

January

Finalize speakers and workshops
Begin gathering bios, handouts, and other information for packets (see below)
Promote event
Secure welcome table greeters

1-Week Prior

Send out driving directions to participants and confirmations
Give final count of participants to caterer
Create name badges
Process packets

Day of Event

Arrive early for set-up and finalize plans for water, coffee throughout event

Presidents Day Packet

1. Agenda
2. Speaker Biographies
3. Speaker Handouts
4. List of Past LWVIN Presidents
5. Attendee List
6. Blank Paper with "Notes" At Top
7. Evaluations
8. Nomination Form
9. Council Information
10. LWVIN Contact List

Optional

1. Vote 411 Informational Handout
2. Convention Information (years when relevant)

SAMPLE DRIVING INSTRUCTIONS
DRIVING DIRECTIONS FOR LWVIN PRESIDENTS DAY
1410 NORTH DELAWARE STREET
CARRIAGE HOUSE AT THE PROPYLAEUM
FEBRUARY 15, 2014

THE PARKING LOT FOR THE PROPYLAEUM AND CARRIAGE HOUSE IS LOCATED ON THE NORTH SIDE OF THE PROPYLAEUM. THE CARRIAGE HOUSE IS THE SMALLER OF THE TWO BUILDINGS LOCATED IN THE SOUTHWEST CORNER OF THE PROPERTY.

Delaware is a one-way street running North from downtown Indianapolis. The Propylaeum is located on the West (left) side of the street.

From the South - TRAVELING NORTH ON I-65 TOWARD INDY:

- Take **I-65** toward Chicago
- Take **Exit 113** onto Pennsylvania
- **Left** on Pennsylvania
- Turn **Left** on **11th Street**
- Turn **Left** on **Delaware Street**

From the North – TRAVELING SOUTH ON I-65 TOWARD INDY:

- Take **I-65** toward Indianapolis
- Take **Exit 113**
- **Continue straight** toward Meridian
- **Go to 11th street**
- Turn **Left** on 11th Street
- Turn **Left** on **Delaware Street**

From the North – TRAVELING SOUTH ON I-69 TOWARD INDY:

- Take **I-69** toward Indianapolis
- **I-69** becomes **Binford**
- Take **Binford** to **38th Street**
- Turn **Right** on **38th Street**
- Turn **Left** on **Meridian**
- Turn **Left** on **11th Street**
- Turn **Left** on **Delaware Street**

From the West – TRAVELING EAST ON I-70 TOWARD INDY:

- Merge onto **I-65** via **Exit 83B** toward Chicago
- Take **Exit 113** onto **Pennsylvania St**

- Turn **Left** on **Pennsylvania**
- Turn **Left** on **11th Street**
- Turn **Left** on **Delaware Street**

From the East – TRAVELING WEST ON I-70 TOWARD INDY:

- Travel East on **I-70** toward Indianapolis
- Keep **Left** at **I-65** toward Chicago
- Take **Exit 113** to Pennsylvania Street
- Turn **Left** onto Pennsylvania
- Turn **Left** on **11th Street**
- Turn **Left** on **Delaware Street**

From the West – TRAVELING EAST ON I-74 TOWARD INDY

- Travel East on I-74 to **I-465 at exit 73**
- **Exit to 38th Street at Exit 17**
- **Keep Right at fork & go to W. 38th Street**
- **Merge onto I-65 South** via the ramp on the **Left**
- Take **Exit 113**
- Go **straight** toward Meridian to **11th Street**
- Turn **Left** on **Delaware Street**

LWVIN PRESIDENTS DAY
FEBRUARY 15, 2014
CARRIAGE HOUSE AT THE PROPYLAEUM
1410 N. DELAWARE STREET
INDIANAPOLIS, IN 46202

PROGRAM

- 10:30 Registration
- 11:00 Welcome and Review of participant packet
- 11:15 **Larry DeBoer** –“The Proposed Elimination of the Business Personal Property Tax”
- 12:00 Lunch
- Kim Ferraro** – Hoosier Environmental Council, “Proposed ‘Right to Farm’ Legislation Threatens Fundamental Principles of Our Democracy”
- Local League Presidents’ Sharing “One stand---out event/program/idea for our League in the last year”
- 1:00 Break
- 1:15 **Donya Lester** --- “The LWVUS Agriculture Study Questions from a Farmer’s Viewpoint”
- 2:00 **Paulette Vandegriff** ---“Your Great Debate: Tips for Success”
- 2:30 **Barb Schilling & Mary Jo Gorman** – “An Intern for Your League”
- 3:00 Closing Comments and Adjournment
- 3:00---3:45 Open House at LWVIN office, 1500 N. Delaware Street

SAMPLE EVALUATION
Evaluation of Presidents Day 2014

Please give each item a number score, adding written comments if you wish:

- 5** – Excellent, very informative or satisfactory
- 4** – Moderately informative or satisfactory
- 3** – Average quality
- 2** – Somewhat informative or satisfactory
- 1** – Poor, uninformative or unsatisfactory

	Presidents Day publicity, registration Comments:
	Speaker – Larry DeBoer Comments:
	Speaker – Kim Ferraro Comments:
	Speaker – Donya Lester Comments:
	Speaker - Paulette Vandegriff Comments:
	Speakers – Barb Shilling and Mary Jo Gorman Comments:
	Physical facility – Meeting Space Comments:
	Food service, lunch Comments:

Additional Comments: