

# SCHEDULING INFORMATION

## CHAPTER FIELD REPRESENTATIVE VISIT

The planner below and the sample schedule that accompanies it are just an example of how you may choose to arrange my visit with your chapter. Please schedule meetings with the Director of Bands, Chapter Sponsor, and all Chapter Officers if possible. The other listed events would enhance the visit but are not mandatory. Feel free to add anything you feel would be beneficial to the needs of your chapter.

Meetings to Schedule	Average Length
Director of Bands	20 minutes*
Sponsor	20 minutes*
President	60 minutes
Vice-President of Membership	45 minutes
Service Chair/Vice President	45 minutes
Secretaries (each)	15 minutes
Treasurer	30 minutes
Historian	20 minutes
Alumni Chair	15 minutes
Sergeant at Arms/Parliamentarian	10 minutes
Membership Candidate Class	15 minutes**
Chapter Meeting / Discussion Time	45 minutes^
Wrap-up meeting with President	10 minutes
Meeting with any Active Member who requests one.	

### Other Possible Events

- Executive Council Meeting
- Membership Education Meeting or Function
- Breakfast, lunch, or dinner with officers and/or members
- Social Event
- Service Project
- Ritual Rehearsal or Performance
- Music Rehearsal or Performance

\* If your Director of Bands and Sponsor are the same person, please schedule 20 minutes for the meeting.

\*\* Please contact the CFR prior to the visit if getting the entire candidate class together is logistically difficult. He or she may recommend a meeting with some of the candidates if all cannot attend.

^ The 45-minute requested time is the time needed by the CFR to hold a discussion with the chapter. If you plan to have a business meeting as well, please allow an extra 45 minutes in addition to the time you would allot for the business meeting. Please request that the entire chapter come to this meeting and be sure to fill out the "Chapter Self-Evaluation" prior to the visit.

## **SAMPLE CFR CHAPTER VISIT SCHEDULE**

Keep in mind that this is only a sample visit schedule. Use it as a guide to set up your chapter's visit, working around your members and band schedule. Feel free to adjust the schedule as needed. I will confirm an arrival time with you so you will know when to begin. Please have a copy of your Chapter's Visit Schedule when I arrive.

**Your schedule should begin at the time we specified in your visit notification!**

10:00am	Arrive at campus
10:15	Campus Tour
10:45	Director of Bands
11:10	Sponsor
11:35	Vice President
12:25	Membership Candidates
12:45	Lunch
1:30	Attend Band Rehearsal
2:30	President
3:30	Break
4:00	Service Coordinator
4:50	Treasurer
5:25	Secretary/Secretaries
5:45	Dinner with Chapter
7:30	Alumni Chair
7:50	Historian
8:15	Meeting with Chapter
9:00	Wrap-up meeting with President
9:15	Attend Chapter Activity

**SAMPLE**

Please email the schedule to the CFR when it is completed and provide a hard copy upon arrival.





# CHAPTER CONTACT INFORMATION



Date of Election: \_\_\_\_\_

President: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Vice President: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Service Chair: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Recording Sec.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Corresponding Sec.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Historian: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Fundraising Chair: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Other Office: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Other Office: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Previous Offices: \_\_\_\_\_

Year in School: \_\_\_\_\_

Director of Bands: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Sponsor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Profession: \_\_\_\_\_

*If you have an up to date contact list for all chapter officers and committee chairs, you may use it instead of this form.*