These outlines are suggestions for developing your program. Used exactly they will give you a good program. Feel free to change them to make the program fit your group's interest or to take advantage of resources available locally. They are a framework to help you build the best program you can.

SUGGESTIONS FOR USE

1. Review the program outlines attached and verify the assignments to your members.

2. Note the date of each program on that outline.

3. Prepare suggestions for development of each program and possible resources for information (libraries, museums, speakers, local experts etc.).

4. Write the name of member or members presenting each program and the meeting date on your master list of topics.

5. Give her program outline to the member presenting the topic at least one month before the meeting when it will be given.

6. At the end of each program, it should be critiqued as a group. You may want to use the following evaluation form as a guide.

EVALUATION FORM

As a group, please review this form at the end of each program presentation for your chapter's use.

1. Was the subject of general interest to the group? HIGH___ MED___ LOW___

2. Was the program long enough?

3. How did they find the outline?
   COMPLETE ENOUGH____   TOO LONG____   TOO SHORT____

4. Did the title of the program accurately describe its content?
   DEFINITELY____   APPROXIMATELY____   NOT QUITE____   NO____

5. Did group discussion take place? LOTS___ MEDIUM___ LITTLE TO NONE___
   Was it during the program _____ or following the presentation?_____

6. Was a guest speaker used for this program?   YES___   NO___

7. If yes, was the guest speaker effective?   YES _____   NO _____

8. Did members presenting the program prepare it from:
   LIBRARY RESEARCH_____ PERSONAL RESOURCES_____ PERSONAL EXPERIENCE?_____

9. Did this program hold your interest?