



2017 Chapter Programming Calendar NAMIC Carolinas

Chapter Name:

Date Updated: 1/17/2017

Programming Events Calendar

NAMIC-Carolinas Leadership Behaviors:

1. Embracing Inclusion
2. Celebrating Success
3. Promoting Equity & Advancement
4. Networking
5. Leveraging Technology

Mission: NAMIC Carolinas creates experiences that foster inclusion, equity and career advancement in the communications industry.

Vision: Through education, advocacy, and empowerment we promote and strengthen diverse workforces.

Get Active: Member Engagement, Empowerment, Retention

January	February	March	April	May	June
WICT Holiday Party Date: January 24 th Time: 5pm-9pm Location: 8.2.0. Hamilton Street Charlotte, NC 28206 <ul style="list-style-type: none"> Communication: Event Flyer rough draft due January 3rd. Board: Event Flyer Board Approval due January 4th 5pm. Communication: Flyer email blast from Jan 9th - Jan 24th. 	Talk Webinar BBEN & NAMIC-Carolinas: Challenging the Image of Leadership Date: February 15 th Time: 5:30pm - 8:30pm Location: Charlotte, NC <ul style="list-style-type: none"> Communication: Event Flyer rough draft due January 31st. Board: Event Flyer Board Approval due February 3rd 5pm. Communication: set up registration link with NAMIC National due February 6th. Communication: Flyer email blast from Feb 8th - Feb 23rd. 	Mentor Minute Inspiring Action through Mentorship Date: March 30 th Location: Virtual Recording provided on NAMIC-Carolinas website for members to access at any time. <ul style="list-style-type: none"> Programming & Mentoring: Record Mentor Minute sessions on March 9th. Programming & Mentoring: Final edited draft for March's Mentor Minute due March 15th. Communication: Email/Flyer rough draft due March 1st. Board: Flyer approved by board due March 15th 5pm. Communication: set up registration link with NAMIC National due March 22nd. Communication: Send email blast to members informing 	Service Month Inspiring Action through Community Service Date: April 20 th or April 18 th Time: TBD Location: TBD <ul style="list-style-type: none"> Communication: Event Flyer rough draft due March 8th. Board: Event Flyer Board Approval due March 22nd 5pm. Communication: set up registration link with NAMIC National due March 29th. Communication: Flyer email blast from Apr 6th - Apr 20th. Communication: send a Thank You & Survey 	Inspiring Action through Leadership Date: May 24 th Location: Virtual Recording provided on NAMIC-Carolinas website for members to access at any time. <ul style="list-style-type: none"> Programming & Mentoring: Record Mentor Minute sessions on April 7st or April 24th. Programming & Mentoring: Final edited draft for March's Mentor Minute due April 14th. Communication: Email/Flyer rough draft due April 25th. Board: Flyer approved by board due May 2nd 5pm. Communication: set up registration link with NAMIC National due May 9th. 	Mentor Minute Date: June 21 st Inspiring Action through Mentorship Location: Virtual Recording provided on NAMIC-Carolinas website for members to access at any time. <ul style="list-style-type: none"> Programming & Mentoring: Record Mentor Minute sessions on May 31st. Programming & Mentoring: Final edited draft for March's Mentor Minute due June 7th. Communication: Email/Flyer rough draft due May 23rd. Board: Flyer approved by board due May 31st 5pm. Communication: set up registration link with NAMIC National due June 7th.

July	August	September	October	November	December
<p>Talk Webinar</p> <p>Inspiring Action</p> <p>Date: July 25th</p> <p>Time: 12pm - 1pm</p> <p>Location: Columbia, SC & Broadcasted Virtually</p> <ul style="list-style-type: none"> • Communication: Event Flyer rough draft due June 14th. • Board: Event Flyer Board Approval due June 21st 5pm. • Communication: set up registration link with NAMIC National due June 28th. • Communication: Flyer email blast from July 11th - July 25th. 	<p>No Programming Events</p>	<p>Event</p> <p>Date: September 26th - 27</p> <p>Time: TBD</p> <p>Location: New York, NY</p>	<p>Leadership summit</p> <p>Date: October 11th</p> <p>Time: 11am - 3:30pm</p> <p>Location: Charlotte, NC</p> <ul style="list-style-type: none"> • Communication: Event Flyer rough draft due August 15th. • Board: Event Flyer Board Approval due August 23rd 5pm. • Communication: set up registration link with NAMIC National due Aug 31st. • Communication: Flyer email blast from Sept 13th - Sept 27th. • Communication: send a Thank You & Survey follow up email to attendees after event. Sept 28th. 	<p>Leader Spotlight</p> <p>Date: November 22th</p> <p>Location: Virtual Recording provided on NAMIC-Carolinas website for members to access at any time.</p> <ul style="list-style-type: none"> • Programming & Mentoring: Record Mentor Minute sessions on Oct 4th. • Programming & Mentoring: Final edited draft for March's Mentor Minute due Oct 11th. • Communication: Email/Flyer rough draft due Sept 26th. • Board: Flyer approved by board due Oct 6th 5pm. • Communication: set up registration link with NAMIC National due Oct 11th. • Communication: Send email blast to members informing them that a new video is 	<p>Carolinas Holiday Party</p> <p>Date: December 13th</p> <p>Time: TBD</p> <p>Location: Charlotte, NC</p> <ul style="list-style-type: none"> • Communication: Event Flyer rough draft due Nov 14th. • Board: Event Flyer Board Approval due Nov 22nd 5pm. • Communication: set up registration link with NAMIC National due Nov 29th. • Communication: Flyer email blast from Nov 29th - Dec 13th. • Communication: send a Thank You & Survey follow up email to attendees after event.



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Programming Events Calendar Footnote

*The footnotes below are required for all events listed on the Programming Committee Calendar.

Communications Committee Footnote:

- Send the email blast/flyer out weekly up to the week of the event.
- Send out email blast/flyer daily the week of the event, up to the day of the event.
- Week of event target communications to registered attendees & target communications to potential attendees
- Send weekly reminders to members informing them of uploaded video for the NAMIC-Carolinas Mentor Minute & NAMIC-Carolinas Leadership Spotlight.

Mentor Committee Footnote:

- Reserve room for NAMIC-Carolinas Mentor Minute or NAMIC-Carolinas Leadership Spotlight 2 weeks before event recording date.
- Send Outlook invites to Mentees and/or Leadership Spotlight Host 2 weeks before event.
- Host a pre-call 1 week before NAMIC-Carolinas Mentor Minute and Leadership Spotlight recording with all participants to discuss Q & A for Leadership spotlight or Mentee's Mentor tip. Confirm topic & Q & A questions.

Programming Committee Footnote: