

## **Western Carolina Botanical Club** **Indoor Program Contact Guidelines**

The designated contact person for the indoor meetings of the Western Carolina Botanical Club is listed in the club schedule for the appropriate activity date. The contact is responsible for providing logistical information to the speaker that will help them prepare for their presentation.

The programs are held in the Hicks Room at the Bullington Gardens, 95 Upper Red Oak Trail, Hendersonville, NC 28792. The programs begin at 10:00 a.m.

The Director of the Bullington Gardens is John Murphy.

His contact information is:

Hours: Monday through Friday, 8 a.m. to 4 p.m.

Telephone number: 698-6104

E-mail address: [jmurphy@ncsu.edu](mailto:jmurphy@ncsu.edu)

Programs are cancelled if Hendersonville schools are closed due to weather conditions. Information on school closings can be found on most local radio and TV stations and on the internet at <http://www.hendersoncountypublicschoolsnc.org/>.

- The contact or a member of the board should arrive at Bullington Center at least one half hour before the designated meeting time and open the building if necessary. The president, past-president, and scheduler know where the key is located if needed.
- The contact and other WCBC members will set up the room for the meeting including chairs, tables (if necessary) and audio visual equipment. If you are unfamiliar with the computer/projector, arrange to have someone arrive early to perform the setup. After the meeting, return the room to the original layout.
- The president or another designated member will open the meeting, introduce guests and visitors, and make announcements.
- The contact or another designated WCBC member will then introduce the speaker, and thank them at the conclusion of program.
- The treasurer checks the schedule and will mail the honorarium and a thank you card for an outside speaker to the contact person in advance of the talk. The contact or another designated member will present the honorarium after the talk.
- After the program, be sure everyone has left the building and lock the front door. Return the key if used.
- If Bullington Gardens' is closed, the contact person will notify the speaker as soon as possible.
- If the speaker cancels, the contact will notify the scheduler and co-scheduler as soon as possible. The co-scheduler will then send an email notifying members.