CopperCon 8
Programming Operations Manual

Note that each event on the Main Program has a Program Event Sheet that summarizes information pertaining to that event. The Sheet contains information critical to conducting Program Ops and you need to be sure the sheets you need are *in* the Program Ops white notebook at the beginning of your sheet.

The Procedure for Program Ops is as follows:

- Obtain Program Event Sheet and check it against the Master Schedule posted in Programming Ops and against the Pocket Program - ensure that info is correct and update for changes
- Check off people who have arrived at con or are no shows and post to Event Sheet
- Check that special equipment needed for the event is on hand and that someone has been arranged for operating it
- Make sure that name cards are on hand for each person (there may not be one on hand right away as it may have been in use for a prior panel) - get someone who has good writing/printing to make one from stock kept on hand if none can be found
- Check off Participants listed on the sheet as they show up
- Make sure that Participants are familiar with the topic of the panel/event and the leading questions or sub-topics
- Encourage discussion on the topic Ideas before the start of the event
- Ensure that a moderator has been chosen before leading everyone to the Program room
- Advise moderator of 5-minute and time-out warning signs being used and ensure that they end panel at 10 minutes to the hour
- As panelists arrive, note people other participants say can't make the panel and not it on the Event Sheet (it may affect upcoming panels as well, so note it on the Master Schedule posted on the Program Ops wall)
- If some people haven't shown up, don't panic...missing people often are those who went straight to their Program room
- See elsewhere for instructions on adding new panelists
- Lead all panelists to their Program room at five minutes before start of the panel (try to keep them together), set up their name cards, check for ice water and glasses and see if there's anything else they need
- Check to see if the moderator needs an introduction from you before you adjourn
- Police the Program room for any excessive trash, especially on the head table
- Return to Program Ops once the panel is underway
- 15 minutes before the start of the following panel, give them the "5-minute" warning sign
- If they're still going, give them the "time's up" sign

ADDING PEOPLE TO A PANEL

- Have them find Bruce Farr (will often be at the Art Show Desk on the Second Floor
- Once confirmed, add them to the appropriate Event Sheet in the Program Ops book
- Note them as being added on the Master Schedule on the wall
- Complete a Program Change note card for posting on the Bulletin Board in the Con Registration area
- If you can't find Bruce, the following rules apply:
  - NEVER more than six on a panel
  - Four is ALWAYS sufficient people for a panel, and usually three works, too
  - It's best not to add someone if at all avoidable

DELETING PEOPLE FROM A PANEL

- If someone isn't coming to the convention, notify Bruce Farr
- Note that they aren't corning on their sign-in sheet in their folder, note that they are cancelled on the Event Sheet copies in the Program Ops notebook, and post the change to the Master

Schedule
- ! Complete a Program Change note for posting on the Bulletin Board in the Con Registration area
- ! Post that they aren't coming on the Event Sheets in the Program Ops book for all panels

ALTERNATES

- ! Are asked to check at least an hour before the start of the panel for which they're an Alternate to see if there was a cancellation
- ! Are added to the panel ONLY if there's been a cancellation... all panels presently have enough people scheduled and an Alternate is placed only fill in for a pre-panel cancellation

COMP MEMBERSHIPS NOT PREVIOUSLY ARRANGED

- ! Published pros are always welcome to a comp membership , even if they aren't on the Program. You need to contact Bruce Farr to authorize (if not available, contact Sam Stubbs or Lea Schultz).

CANCELLING PANELS/CHANGING PANEL TIMES

- ! Canceling is ok if absolutely necessary, changing times is not okay at all — check with Bruce Farr — post change as noted in other headings.

ADDING EVENTS

- ! Check with Bruce Farr — heavily discouraged unless it's a reading by someone and space is available — post change as noted in other headings

OTHER

USE YOUR BEST JUDGEMENT. If in doubt, check with Bruce Farr or Lea Schultz. We won't yell at you no matter what you do (well, maybe a little) (okay, maybe just huff and puff a bit).