

# TIPS FOR ASKING SOMEONE TO FACILITATE A ROAD PROGRAM FOR YOUR CHAPTER

Asking people from outside of your chapter to facilitate Road programs is a great idea. There are experts on so many topics all around you. Being on a college campus provides you with a number of faculty, staff, and community members who can offer a wealth of knowledge on various topics. Imagine what your chapter member can learn from the experts around you. Additionally, there may be alumni and local business leaders that you can ask to speak to the chapter as well. Here are a few helpful tips to think about when you reach out to someone and ask them to facilitate a program for your members:

**ASK IN ADVANCE:** Remember, the people you are asking are likely busy. They may have events on their calendar months in the future. Make sure to ask at least a month before the time you hope to have the program take place.

**CALL OR EMAIL TO MAKE THE INITIAL ASK:** Introduce yourself and mention that you are a member of Delta Tau Delta looking to bring educational opportunities to the member of your chapter. Make sure to state why you chose this person and how valuable their knowledge could be in helping your chapter members grow personally. Ask if they are interested. Then, ask what their general availability is before you get into specific dates and times.

**KEEP AN OPEN MIND ABOUT WHAT THE PROGRAM MIGHT LOOK LIKE OR WHEN IT WILL TAKE PLACE:** You might have a list of learning objectives that you'd like your members to get out of the program. Be sure to share your expectations and be flexible if the facilitator has some that are slightly different.

**AGREE ON A DATE, TIME, AND LOCATION:** Make sure to reach out again the week that the program is supposed to take place to confirm the date, time, and location. Ask if the facilitator will need any AV needs, a specific room setup, or directions to the site.

**ARRIVE EARLY THE DAY OF THE PROGRAM:** Check AV and room set up. Greet the facilitator. Introduce the facilitator. After the program takes place, be sure to thank the facilitator in front of the chapter.

**FOLLOW UP:** Make sure to send a thank you card to the facilitator. Survey the members who attended to see what they learned and to find out whether or not they were satisfied with the program and/or topic.