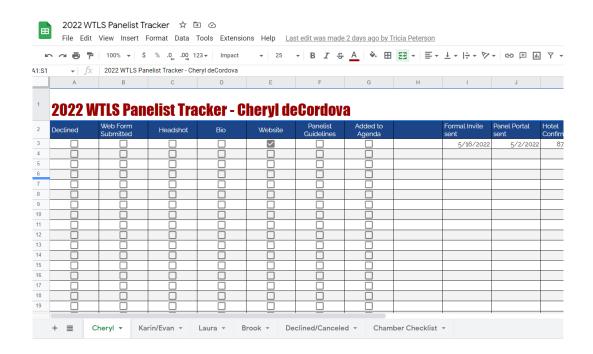**SAN ANGELO**
Chamber of Commerce

West Texas Legislative Summit
Panelist Submissions & Google Sheets Instructions

Panelist Tracker

- All panelist information can be found in the panelist google tracker. This includes all correspondence sent and items received, along with pertinent panelist info for communication purposes and event materials (i.e., program and agenda).
- This document is for <u>confirmed panelists only</u> and signals the Chamber to begin the necessary correspondence with each panelist.
- Each committee member is responsible for entering panelist information for their assigned panel.

Google Sheet

- With Google Sheets, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically.
- Google Sheets will be used to streamline how the committee submits & confirms panelists for Summit.
- Google Sheets submissions will provide all necessary information for Chamber correspondence and the event agenda (for example, how name is to read on agenda and contact information) and will keep the committee updated on dates of communications and the status for each panelist.
- <u>If it's not on the Google Sheet, it's not on our radar.</u>
- *Information entered in the google doc will appear EXACTLY as submitted in correspondence and event agenda.*
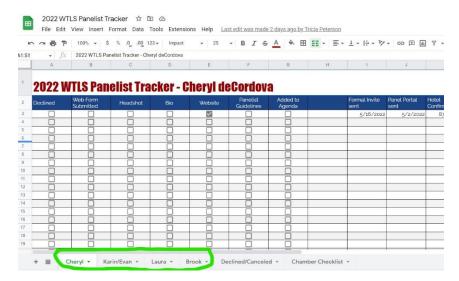
West Texas Legislative Summit
Panelist Submissions & Google Sheets Instructions

Panelist Information for Communication purposes

- The first formal invite should be directly from the co-host.
- The google sheet is for <u>confirmed</u> panelists only. Please do not enter information into the google sheet until your office has contacted and confirmed participation with the panelist.
- Once your office has invited and confirmed their participation, then you enter the committed panelist info on the google doc.
- This entry spurs the Chamber's invite to the panelist which collects their information i.e., bio, headshot, website URL etc.
- Each committee member is responsible for entering the information of their invited panelist.

Step 1. Locate the Google sheet

Step 2. Find your labeled tab at the bottom of the tracker

Step 3. Enter the information necessary to start Chamber communications.

- Point of Contact Name
- Point of Contact email
- Point of Contact Phone #
- Panelist Title- congressman, commissioner, etc.
- Panelist First name
- Panelist Last name

Once this information is entered for a panelist, Tricia will begin correspondence (please see Resource page for communication details & processes).

West Texas Legislative Summit
Panelist Submissions & Google Sheets Instructions

Panelist Information for Event Agenda & Program

The <mark>columns highlighted yellow</mark> in the google tracker is the information that will be used for the event agenda and program. **We will not transfer a panelist to the Summit agenda or program until all the yellow columns are filled & complete for that panelist.**

- Panel Position-panelist or moderator
- Panel - Topic panelist is assigned to
- Panelist Title- congressman, commissioner, etc.
- Panelist First Name (i.e., Charles)
- Panelist Last Name (i.e., Perry)
- District/Company- (i.e., District 28)
- Related Committee listing only- (i.e., Chairman, Water, Agriculture, and Rural Affairs Committee)

Once all information has been fully entered, Ashlea will transfer data from the tracker to the Summit Event Agenda & Program. **We will not transfer a panelist to the Summit agenda or program until all the necessary information needed for those items are entered in the tracker and complete.**