**PROGRAM ADVANCE PLANNING FOR PLUMBING AND WASTEMENT MANAGEMENT FOR MEN**

1. 6-8 months out: Secure Date, Time and Meeting Space
2. 6-8 months out: Secure speakers and discuss topics to be presented
3. 3-4 months out: Begin marketing
   1. Have lots of fun with this
   2. There are lots of jokes, innuendo and tongue-in cheek lines that can be made and most can even be said from the Bimah
   3. Great opportunities for flyers with funny pictures
4. 1 month out: Get breakfast arranged
5. Day of: Set up podium and breakfast