

Event Planning and Chair Checklist

<u>Description</u>	<u>Completed</u>
1) Select an appropriate venue (Venues and contact information are provided on the page at the third tab on the MMC FyEvents workbook).....	<input type="checkbox"/>
2) Select an appropriate date. Work to avoid schedule conflicts with other MMC events.....	<input type="checkbox"/>
3) Select the host for the event from among MMC member-volunteers (A list of volunteers is on the page of the fourth tab of the MMC FyEvents workbook.)	<input type="checkbox"/>
4) Obtain pricing information and terms from the venue for the event and prepare an Activity Agreement for the event or obtain a proposal for the event from the venue.....	<input type="checkbox"/>
a) Pick 3 or 4 entrees. Try to arrive at one price for all....	<input type="checkbox"/>
b) Is salad or salad bar included?.....	<input type="checkbox"/>
c) Dessert?.....	<input type="checkbox"/>
d) Coffee, tea, iced tea and soft drinks?.....	<input type="checkbox"/>
e) Tax and gratuity?.....	<input type="checkbox"/>
f) Minimum and maximum numbers that can attend?.....	<input type="checkbox"/>
g) Deadline for final count and food order?.....	<input type="checkbox"/>
h) Obtain a menu to give to Newsletter editor to aid in preparation of flyer and to provide a logo for flyer.....	<input type="checkbox"/>
5) Select the entertainment for the event if needed and obtain a written proposal as to terms for entertainment.....	<input type="checkbox"/>
6) Prepare a Pricing Worksheet for the event with the help of the host.....	<input type="checkbox"/>
7) Submit the proposed Activity Agreement, proposed Entertainment Agreement and Pricing Worksheet to the Treasurer and Senior VP for review and approval BEFORE signing the Activity Agreement, the venue's Proposal, or the Entertainment agreement.....	<input type="checkbox"/>
8) After approval by the Senior VP and Treasurer, Sign the Activity Agreement (or venue Proposal) and the Entertainment agreement. Return signed copies of both to the (Treasurer? President?) Senior VP, the venue and entertainment provider.....	<input type="checkbox"/>
9) Prepare a Flyer Information Form and provide it and the Activity Agreement to the MMC Newsletter Editor.....	<input type="checkbox"/>
10) Prepare an MMC Event Spreadsheet (Workbook) to email to the host for his use in recording registrations for the event and managing the event. Insert the specific event information (Located in six pink spaces in center of first page of event Spreadsheet).	<input type="checkbox"/>
11) Speak with the host and give him copies of the event and entertainment agreements, the Flyer, the pricing worksheet. Explain the process for using the event spreadsheet(s). Be prepared to answer any questions by the host.....	<input type="checkbox"/>
12) Be prepared to assist the event host in any way during the registration period and at the event itself.....	<input type="checkbox"/>
13) At least one week before the event, speak to the host to learn whether there are any problems; offer assistance; explain procedures for getting name tags, envelop labels, and other event-related matters.....	<input type="checkbox"/>

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- 14) Contact the Treasurer several days before the event:
 - a) Find out if the host has given the checks from attendees to the Treasurer; arrange for that to be done.....
 - b) Obtain MMC checks for payment of event expenses.
 - c) Be prepared to complete/tender those checks at the event or to present a credit card to the venue for payment of event expenses.....
- 15) Within a day or two after the event, remind the host to prepare an Activity Expense Report and to provide that to you, the Treasurer and Senior VP (President?).....