



Mountain Garden Club Event Form and Checklist

Event Name:

New Member Reception

Date Created: May 9, 2016 Form Creator Name: Deborah Bryant
Event Date: (appx) June 30, 2016 Form Creator Tel.: _____
Date to Begin By: June 30, 2016 Form Creator Email: _____
Committee Name: New Member Ambassador Team Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

Objectives/Purpose of Event:

Introduce new members to club activities, events and projects in a informational social setting, so new members feel welcomed by the club at large and meet as many veteran and committee members as possible.

Description Of How The Event Is Run (Who, What, When, Where and How):

The President along with the Board Members and Chairs plan this event. Note that early fall has shown to be the best time as many members winter in Florida and it is usually held at the home of one of the Board members. New members are invited to come to meet committee chairs and veteran members. Veteran members, officers, and committees chairs are encouraged to come in support of the new members. This event can be a morning brunch, lunch or early afternoon event. At some point during the event, the president welcomes the new members, announcements and thank you's are made and chair people are asked to identify themselves and say a few words about their committee. This is an informal event; attendance determines the flow. It is also a good way to recruit new members to fill vacating positions.

Materials, Equipment Or Supplies Needed To Put On Event:

Food and beverages are supplied by Board Members
There has been a pamphlet created that describes the various positions



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Events General Checklist (Checked Items Are Needed For This Event)

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	6

Summarize the Closing Of This Event: (Cleanup procedures, financial tallying, reports etc.)



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Rev.

2017



Mountain Garden Club Time line Template

Event/Publication

New Member Reception

Date Created: May9, 2016 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) June 30, 2016 Form Creator Tel.: _____

Date to Begin By: Jan 3, 2011 Form Creator Email: _____

Committee Name: New Member Ambassador Team

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
2 months ahead	At board meeting about 2 months ahead of event, decide on date and location of reception. Time of day will determine what kind of refreshments to serve. President and Board Members should place this on the Agenda for July	To encourage attendance, the event should be timed for a slow time of the year for other activities. September or October before Members move south for the winter.
Six weeks ahead	Send out invitations to new members, hand written. Create a signup sheet for Board Meeting for chairs and Board to sign up for food and beverages	
2 weeks ahead	Call new members and committee chairs who have not signed up to urge them to come.	
Day of	The chair or person who is hosting the event may need a small group to help set up a half hour to hour before guests are to arrive. First hour is general mingling and visiting. At some point, photographer tries to get a picture of all new members in attendance. President or designate greets group, makes announcements and introductions if appropriate. Event lasts 2-3 hours.	The event is largely social. The number of members determines how formal or informal introductions and announcements will be.

Rev.

Print Form