



Mountain Garden Club Event Form and Checklist

Event Name:

Monthly Meetings

Date Created: Jan 24, 2017 Form Creator Name: Deborah Bryant
Event Date: (appx) Feb 20, 2017 Form Creator Tel.: _____
Date to Begin By: Feb 20, 2017 Form Creator Email: _____
Committee Name: (If Applicable) Expense Budget Revenue Budget

Objectives/Purpose of Event:

Program Meetings are the major social, educational and communication vehicles of the club.

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

It is the President's responsibility to run the business meeting prior to the program meeting. She also oversees all aspects of the meeting in general with the help of appropriate committees (Hospitality, Membership, Raffle and Program Committees are required at each of the meetings. Other committees participate as appropriate, ie. Sunshine Lady, Horticulture, Ways and Means and CIP)

It is the responsibility of the President to arrive early and make sure everything is in order to start the Meeting on time.

The meetings are held the third Monday morning of each month September through June. Exceptions are January and February when the meetings are held the second Monday of the month so they won't fall on the holiday weekend. Alternate snow dates have designated for January-March.

The meetings are held at predetermined locations that are published in the member yearbook.

Materials, Equipment Or Supplies Needed To Put On Event:

Hospitality (provided by the Hospitality Committee- including volunteers to help set up chairs when necessary).

Raffle items (provided by the Raffle Committee)

Name tags (provided by the Membership Committee)

Speaker System

Projector (when needed)

Bell

MGC Banner

Flag

Yearbook to recite the Garden Creed



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Meeting Agenda

Tables as needed (Membership sign in, head table doubles as speakertable, horticulture, raffle, announcements or special offers, ie, MGC logo apparel, etc.

A supply box or bag with extension cords, packing tape, scissors, pens, clipboards and other emergency items that might be needed as determined by the President.

Tables

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 checked="" type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input checked="" 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 checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	12



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

Publicity, press release, and reservations are required for certain meetings December and June Luncheons, October and April Lunch and Learns, Floral Design Workshop).

Members are requested to clean up the room and put chairs and tables away at meetings requiring this (meetings held at Salyards, the North Conway Community Center and Tin Mountain).

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Monthly Meetings Timeline

Date Created: May 9, 2016 Form Creator Name: Deborah Bryant

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

Date to Begin By: June 30, 2016 Form Creator Email: _____

Committee Name: President's Responsibility

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.

Time Category	Actions Necessary	Tips & Best Practices
Routine format	<p>**Each meeting follows a similar format with slight changes for each month. Routine instructions given first followed by monthly exceptions. Begin writing agenda shortly after current meeting (best practice). Each month's meeting will require slightly different advance preparation.</p>	<p>Best tip: Use the previous year's agenda as a template to compose the agenda for the upcoming meeting. Consult the Microsoft Live OfficeSpace website, and call or email board members to see if that have items to add. Include enough detail to make minute taking easy for the recording secretary. Refer to previous month's meeting minutes for outstanding business. Add enough items to be thorough but include only highlights and announcements.</p>
1 Wk ahead	<p>Broadcast an e-mail meeting reminder to all members with previous month's minutes for review. Check with program chair to see who will announce speaker and include this on agenda. Check with Sunshine Lady to see if there is any member news about cards sent.</p>	
2 Days ahead	<p>Check with raffle chairperson and include raffle items on agenda. Check with Horticulture chair to see if she will need a table set up. Same with any other committees who may need one.</p>	
Day Before	<p>Finalize agenda and send to Executive Officers (VP, Recording Secretary and Treasurer)</p>	



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Event/Publication

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Time Category	Actions Necessary	Tips & Best Practices
Day of	<p>Arrive to meeting place at least an hour early to set up, answer questions from committee members and deal with any last minute changes.</p> <p>Test microphone</p> <p>Give membership a 5 minute warning (bell and announcement) to get their refreshments and find a seat before the business meeting begins</p> <p>Open and conduct meeting according to agenda.</p> <p>close business portion of the meeting</p> <p>Break--</p> <p>Give another five minute warning before program meeting is to begin</p> <p>Hold raffle</p> <p>Announce the member who is to introduce the speaker</p> <p>Ask that members remain afterward to help pick up if necessary</p> <p>At end, thank speaker and members for attending. People will be rushing for the door!</p>	
September	<p>Location is Tin Mountain. They require an insurance certificate(signed by the Treasurer) on the premises well in advance of the meeting date.</p> <p>Since October is a Lunch and Learn, reservations only, an email broadcast must go out to membership the first week in September followed up by sign up list and announcement at September meeting. Coordinate with Luncheon Events Organizer.</p>	
October	<p>October is a Lunch and Learn program . Another reminder email with reservation cutoff date is sent about 3 weeks before the event, then a reminder email just before the event reminding everyone it is a reservations only event.</p> <p>November is the hands-on floral design workshop. Registration and a small supply fee required. Broadcast email goes out the second week in October; signup continues at the October meeting. Coordinate with program Chair regarding supplies required</p>	
November	<p>Hands-on Floral Design Workshop at the North Conway Community Center.</p> <p>Communicate with Program Chair as to supplies needed</p> <p>December meeting is the Holiday Luncheon-reservations only. Email broadcast to members must go out by second week of November.</p>	



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Click to Add a Time Category		
December	<p>Reminder email for reservation cutoff for Holiday Luncheon sent first week in December.</p> <p>Holiday Luncheon - Late start (11:00 a.m.); short business meeting (announcements only); 10 door prizes needed.</p>	
January	<p>Snow dates in effect. Special opening procedures (alarm system) at Salyards Center for the Arts--code changed yearly,</p>	Salyards contact:
February	See January (if meeting location is Salyards)	
March	See January (if meeting location is Salyards)	
April	Lunch and Learn . See October's notes.	
May	June is the Annual Meeting-send email broadcast invitation the second week in May.	
June	<p>Reminder broadcast email of reservation deadline for June Luncheon sent first week in June.</p> <p>Annual Luncheon late start (11:00 a.m.); 10 door prizes needed in addition to raffles provided by Raffle Committee. Coordinate with Luncheon Organizer.</p>	

Rev.

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