

Event Chair Checklist:

Choose a co-chair.

Choose a facility and a date.

Provide insurance information.

Establish hours of event, availability of kitchen, number of tables needed, and inquire about garbage disposal.

Choose a theme.

Establish committees: Food/Decorations/Registration/Raffle/Set-up & Clean-up

Develop sign up sheet for volunteers at group and district meetings.

Create a flyer for distribution at meetings and on the website.

Get Speaker(s).

Discuss budget with District Treasurer

Request seed money, if needed.

Develop and print the event program.

Attend District Meetings to give verbal and written report on the status of the event planning.

Hold regular planning meetings.

Provide a final summary report at the District Meeting.