

Start early! At latest, Spring before the August event:

1. Choose a location that will provide a tour and has a room to have food and drinks with seating for about 50-70 people.
2. Contact UB staff person to make arrangements.
3. View the facility and discuss your "vision" of the event to make sure it can happen.
4. Pick date. Time has been 5 to 7 PM, which works well. Tues, Wed, Thurs best.

May/June:

1. Send info to President, VP, person doing the membership packets.
2. This way it gets publicized in the Membership packets.
3. Send a sign up sheet around at May board meeting for people to bring appetizers and desserts.

July/August:

1. Keep track of RSVP of people coming.
2. Put a signup online, send emails and track responses. (I can help with this)

A week or two before event:

1. Revisit room to see how you want it set up.
2. Plan out where you want to put outside signs.
3. Ask someone to be a greeter.
4. Make sure you have paper products – shop for tablecloths, plates, napkins, cups, utensils.
5. Make sure you have enough food and drinks – shop if needed.
6. Contact people to remind them of what they are bringing and to wear badges.
7. Find out how treasurer needs to make out the \$100 donation and tell her.
8. Buy small gift for tour guides – i.e. \$5 Lindt truffles bag for each guide.
9. Take extra membership packets to hand out. Have the packet brochure for the list of programs and activities as a guide to introduce speakers.

Day of event:

1. Go early and place signs. Check room setup / tables, etc.
2. Set up early and then tell helpers what needs to be done – some can take over placing food and drinks, greeting people, getting people in and settled so tour can begin.
3. Put out paper name badges and sign in book.
4. Be the timekeeper to keep everything moving so we can be done by 7.
5. Thank tour guides – with gifts.
6. Help clean up crew get all done quickly.
7. Pack up paper goods and items for next year.
8. Pick up signs on way out.