

HOW TO CREATE A NEW ACTIVITY FOR NEWCOMERS

If you have an idea for a new activity you'd like to see on the Activities Calendar, here are some suggestions to help you plan it out. Many activities/ideas are very simple to schedule, while others may take a little more work to organize. Once you have the information gathered, you can submit a Meet Me form with all of your details or you can email the Activities Chair (Kathy Schultz) directly at kschultz5457@gmail.com. Don't worry about having everything perfect - Kathy will contact you directly if anything needs clarification or adjusting before it goes on the Activities Calendar.

If you are interested in cloning/copying an event that has been on the Activities Calendar in the past, consider contacting the original event organizer to find out who their contact person was for whatever venue is involved, and then start to organize your event by using that same contact person. No need to start from scratch - just try to duplicate what was done in the first event!

1. Describe your activity/idea:
 - a. Is this a one-time activity, or will it possibly be something to repeat?
 - b. How many people can realistically do it at once?
 - c. Do you want to include guests, partners and spouses?
 - d. Is there any kind of cost involved?
 - e. Are there any restrictions on day of the week or time of day for the activity?
 - f. Where can the activity be held? In a home, park, restaurant or specific venue?
 - g. How far in advance do you need to know how many people will participate?
2. Choose one or two possible dates/times for your activity and then look on the Activity Calendar to see if it conflicts with anything else already scheduled.
 - a. Try not to schedule your activity within days of another similar activity
 - b. Consider scheduling on a weekend or evening to include members that are still working
 - c. Don't schedule the same day as popular events that may reduce the members available to attend your event.
3. Choose the location of your event and provide the address and any special instructions related to the venue.
 - a. If there are any restrictions or limitations for parking availability, include that information.
 - b. If people will be purchasing food/beverage, check with the venue to be sure that they can accommodate separate checks. Find out if there is special menu/pricing that is available (e.g. Happy Hour specials), or if gratuity is automatically added.
 - c. Find out how many tables/rooms are available to reserve, how many people/table, etc
 - d. Find out if you can increase/decrease reservation size if necessary - any deadlines for changes?
4. Write a description of your activity to encourage members to sign up

- a. If it's a game or activity that others might not be familiar with, explain briefly how it works and why it's fun/interesting.
 - b. If it's visiting a museum, restaurant, or interesting venue, explain why it would be fun to participate. Provide a website link or description if you have one.
 - c. If you are wanting to encourage guests/partners/spouses, be sure to emphasize this.
5. List the maximum number that can attend (including yourself and any other assistants), and if there should be a waiting list.
6. List the last date that people can register for the event, and the last date that people can cancel their registration.
7. If there is a fee/ticket necessary to hold their reservation, provide the information where members can purchase their tickets in advance.
 - a. The ONLY time that the club can accept payment for an event through our website is for our monthly luncheons.
 - b. If the activity you are organizing involves some kind of fee/ticket in advance, I strongly suggest you work with the venue to come up with a way for people to purchase their tickets directly from the venue and include that in the announcement.
 - c. If it is necessary to have all of the tickets paid for in advance to hold the reservation, you can arrange to have members send checks directly to you and then you make the payment to the venue with that money, but it is up to you to figure out how to protect yourself from people not paying. You'll need a strict refund/no refund date/policy, and allow yourself enough time to change/cancel the reservation if you don't fill the spots.
8. Include your contact information (name, email, phone)

Here are a few additional notes about what to expect as the event organizer from one of our members who has organized many tours and events for Newcomers:

- You will receive emails from the system confirming the registrations, cancellations and registrations for members moving from the waitlist to confirmed registrations so you can keep track of who to expect at your event.
- A day or two prior to the event, email your contact person at the venue to confirm the final number of attendees.
- The system will send an email reminder to everyone registered a few days prior to the event. If you want to give extra or specific information to those attending, you can also email them directly.
- Optional - it is nice to make up name tags for everyone attending your event in advance. If you purchase name tags and need to be reimbursed, you can submit a check request form (located on the website in Club Forms & Document) with your receipt to the Treasurer.
- Expect last-minute cancellations
- After the event, it is good practice to send a thankyou note to your contact at the venue.