

## **November to Remember Committee**

November to Remember is a sub-committee of the Workshop & Education Committee. This committee follows the same general guidelines as the Workshop & Education Committee.

### **1) *General duties for all standing committees:***

See "General Duties for All Standing Committees" document.

### **2) *November to Remember (N2R) job description:***

- a) The November to Remember Chairman will be selected by the **October** meeting for the following year.
- b) The timeline for November to Remember is:
  - i) December thru April:
    1. Generate theme ideas and research projects.
    2. Confirm that location has been reserved.
  - ii) May & June: Solicit committee members and decide on theme.
  - iii) July: Begin committee meetings to discuss ideas and plan duties.
  - iv) August:
    - 1) Announce event to guild.
    - 2) Submit articles to newsletter by 15<sup>th</sup> of the month.
    - 3) Provide the corresponding secretary the date and location of N2R for listing in the newsletter calendar of events.
  - v) September:
    - 1) Start guild sign-up.
  - vi) October: Finalize budget & committee duties.
  - vii) November:
    - 1) Facilitate November to Remember.
    - 2) Take pictures to turn in to the website coordinator.
  - viii) Check to see if facility is available for next year's N2R and reserve facility.

Reviewed/Revised: November 2016