

## Special Events Committee

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

See "General Duties for All Standing Committees" document

### 2) *Special Events Committee job description:*

- a) The chair for the Special Events Committee will be selected by the **June** meeting for the following year.
- b) Compile and maintain a listing of possible presenters, locations for retreats, bus trips, etc.
- c) Schedule individual events (two workshops per year, plus bus trip and/or retreat if desired) as budget permits. Special events should not be scheduled in September due to the quilt show.
- d) Notify the president and corresponding secretary of the date and location of events for listing in the newsletter calendar of events.
- e) Coordinate with the Program and Workshop committees as to presenters/dates/etc. When possible, the special events presenter will give a lecture at the monthly meeting. If the presenter charges \$300 or more for the lecture, inform the Welcome committee so that non-members are charged a \$10 fee to attend the meeting, and inform the Corresponding Secretary as to the fee for inclusion in any newspaper notices. The workshop committee may decide not to schedule a workshop for a particular month if there is a workshop presented by Special Events for the same month. Also, coordination is needed so as not to schedule on or near the same dates without consultation.
- f) Payment is due at the time of signup to hold a place in the workshop. When the designated number of attendees is filled, a waiting list will be started. If someone cannot attend, the first person on the waiting list is contacted. If there is no waiting list, the person who cannot attend can find someone to fill their spot. The person filling their spot should send a check to the person who cannot attend. Refunds are given only if there are extenuating circumstances that would warrant a refund as determined by the workshop committee. Submit all checks and cash received for workshops to the treasurer at the meeting where monies are received or at the first available opportunity if payment is made by mail.
- g) Fill out the Income/Expense form and give to the treasurer for any expenses relating to workshops such as room fee, presenter fees, copy costs, lunch supplies, etc.
- h) Obtain workshop materials list and instructions from the instructor prior to the time when members can sign up for the classes. Review the instructions and make sure they are clear; talk to the instructor about anything that's unclear. Once materials list and instructions are solidified, make copies for distribution when member signs up or create a document indicating where such can be found (i.e. instructor's web site). Mail or email a copy to attendee if necessary.
- i) During registration for classes and the preparations for such, it is best that the chair and at least one other person help with registration.
- j) Submit articles about special events to the newsletter chair each month.

### **Workshops:**

- a) Arrange date, time and fee agreement with the presenter and submit a contract.
- b) Arrange room rental for workshop and any special room arrangement needed.
- c) Discuss lodging with presenter (if needed), travel expenses or other costs to determine approximate expenses. To help defray member costs, a class fee of \$40 per person is charged with the remainder of the fee supplemented by the guild.
- d) Reserve a room for the presenter at least two (2) months in advance. **Do not place nationally known speakers in a "cheap" motel.** The charge can be made to a personal credit card if that is possible; if not, discuss with the treasurer how payment can be made. Ask the presenter to obtain the final bill and fill out the reimbursement form.
- e) Give completed expense form to treasurer who will mail the check to the facility.
- f) Inform membership of workshop through announcements and newsletter articles.
- g) Provide workshop information to newsletter chair and website chair describing workshop and presenter, individual participant's fee, and any other pertinent information. Inform corresponding secretary of date, location, and time of workshop(s) for inclusion in newsletter calendar of events.
- h) Present information for workshop at monthly meeting beginning approximately three to four months prior to the event.

- i) Collect member fees and distribute supply list.
- j) Arrange with workshop committee to pick up totes of supplies (cords, power strips, and misc.)
- k) Arrive at site early to check on room set-up and make coffee.
- l) Meet presenter or arrange transportation.
- m) Provide assistance for presenter set-up.
- n) Introduce presenter to workshop participants.
- o) Assist presenter in whatever may be needed.
- p) Take pictures and provide to website coordinator
- q) Fill out Income/Expense form for speaker costs and submit to treasurer. Get the presenter's check from the treasurer and after the event, give check to presenter.
- r) Return supplies to workshop chairperson.
- s) Thank presenter for workshop (e-mail or regular mail).

### **Bus Trips:**

- a) Contact possible locations for trips to determine feasibility, cost (if any), approximate time needed at that location, etc. Generate ideas for trip from members.
- b) Contact bus companies to determine cost, travel time, and other details.
- c) Report information to members through announcements and newsletter articles, and ask for numbers who are interested prior to signing contract with bus company. (May ask for signup with deposit to hold the space until contract is signed.) If a sufficient number are interested, sign contract with bus company and work out timetable with bus company to determine times to be at destination(s).
- d) Make arrangements with treasurer for check(s) as needed by filling out an Income/Expense form.
- e) Provide information to newsletter and web site regarding trip. Inform the corresponding secretary the date and location of the bus trip for listing in the newsletter calendar of events.
- f) Contact locations that will be visited regarding time frame, number attending, and any activities while there, etc.
- g) Collect remainder of money for trip and turn in to the treasurer with income/expense form.
- h) Make arrangements for some activities/games for the bus ride.
- i) Provide breakfast item (donuts/rolls) or snacks (optional-may be included in the total cost).
- j) On date of trip, be at bus pick-up location early to check in members.
- k) Check in members as they re-board bus at each stop.
- l) Where appropriate, write note to shops and other places visited to thank them for their assistance, etc.

### **RETREATS:**

- a) Compile list of locations that hold retreats.
- b) Check on number of members interested.
- c) If a number of members are interested contact various locations to check on details (dates available, cost, etc.).
- d) Determine cost of retreat and any transportation, unless members are responsible for organizing their own transportation.
- e) If the time of a retreat is several months away, ask retreat location if they will tentatively schedule Gems in order to allow time to collect fees and to be sure it will be an event.
- f) Publicize retreat in newsletter and on web site. Inform the corresponding secretary the date and location of retreat for listing in the newsletter calendar of events.
- g) Collect fees and turn in to treasurer with income/expense form.
- h) Obtain lists of things to bring and sewing supplies from retreat provider and distribute to members who have signed up for retreat.
- i) Get check from treasurer to pay the retreat provider at the end of the retreat.
- j) If transportation is by bus, be available to see that all members are on board when the bus departs.
- k) If members are driving, provide maps and directions to the retreat location.

NOTE: As a retreat has not been held, these directions have not been "tested."

**Reviewed/Revised: November 2016**