

Harbor Corvettes Event Guidelines - July 2017

The 3-2-1 rule advocates that each member host at least one event a year. The following will give a guide to accomplish your event.

Choose an event you would like to Host and select a proposed date.

For a large or complex event, you may invite another member to co-host.

Visit or call the venue to speak with the manager.

Verify the room size and seating capacity.

Survey parking area for sufficient room and parking lot surface.

Are discount tickets available?

Contact the HC Event Chair to coordinate dates for your event.

Pat Gasper, e-mail pat12347@verizon.net, Phone (941) 740-0167

After a date has been agreed upon, call the venue and make a reservation.

You might not be able to give the number attending until shortly before the event.

Prepare the information needed regarding your event.

Include the nature of event, day, date, location, and time. Other general information needed to understand and assure success of your event.

Present your event to club members. (at meetings, e-mail, etc.)

Event Signup Sheet

Signup sheets are available at harborcorvettes.com, or from Pat. Fill in all information needed at the top. Bring your sheet to all meetings and maintain this sheet in your possession until after event. Be sure to secure both name and phone numbers of attendees.

Send out an event reminder.

Several days before your event, send an email message to all members. This message could include a last chance to sign up as well as be an event reminder for those who have already signed up.

Caravan

If needed, the Host will lead the caravan and will furnish maps or directions which will include the Host phone number.

Pictures

Hosts are responsible to have pictures taken at the event. Forward your pictures to the Web Master, Ron Farley at ronniefarley73@icloud.com

Paperwork

After the event, return your signup sheet to the club secretary indicating those that were in attendance.

Host are responsible for all communication with their event participants.

Event reminders

Special equipment needed (lawn chairs, etc.)

Event Cancellation - the Host will call all members involved.

Member cancelation

Members who sign up and then need to cancel must contact the Host and let them know you will not be attending.