

## Harbor Corvettes Event Guidelines – March 2024

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.**

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.
- Ask if discount tickets are available.

### **Contact the Harbor Corvettes Event Chairs to coordinate dates for your event.**

Debbi and Fred Barrows: Debbi's cell #941-833-4380 ; Fred's cell #941-661-1068 or fbarrows1943@yahoo.com

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 the event, day, date, location and time, as well as any general information needed to understand and assure success of your event.

**Present your event to club members.** (monthly meeting, email, etc.)

### **Event Signup Sheet**

Signup sheets are available on the website at harborcorvettes.com or from Joy.

Fill in the top section with all information needed. Bring your sheet to all meetings and maintain this sheet in your possession until after the 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 furnish maps or directions to the event. Be sure to include your phone number.

### **Pictures**

Hosts are responsible to have pictures taken at the event. Forward your pictures to the Webmaster. Debbie Rybacki email: drybacki@att.net

### **Paperwork**

After the event, return your signup sheet to the Event Chair Joy Scott, indicating those that were in attendance.

### **Hosts are responsible for all communication with their event participants.**

- Event Reminders
- Special equipment needed (Lawn chairs, etc.)
- Event Cancellation – the Host will call or email all members involved.

### **Member cancellation**

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