

LWVCC: Check list for League Meetings and Events

Attention: Any member(s) who is/are organizing a League meeting or event

Both the newsletter editor (Deb Lively, deborahlively@gmail.com) and the website editor (Nancy Walters, (nejwalters285@gmail.com) need most of the following information to publicize a League meeting, forum or other event. Note any other information you think would be useful to your planning.

√	ITEM	NOTES
	WHAT: Title of program or event, e.g. Commissioner's Report, Annual Picnic	
	WHEN: Date and Time Monthly meetings are usually as follows: 3rd Monday of month 11:00 a.m. Set up and social gathering 11:30 a.m. Welcome and Announcements 12:00 noon Program 12:45 Q and A 1:00 wind up	
	WHERE: Name and address of facility Salida rooms are usually reserved by Tracy Craig (trouttrekkers@q.com) BV rooms are usually reserved by Jeanne Younghaus (jlarkriver@rockymountains.net)	
	WHO: Name and title of speaker(s) Brief bio, if appropriate, so we know why speaker is qualified. Web site if known.	
	WHY: A brief explanation that entices people to come and tells why the topic/event is important to voters.	
	Determine whether we need a paid newspaper ad for the event.	
	Pick up and return the room key, if needed.	
	Person responsible for refreshments at monthly meetings For BV, currently Mary Helen Dunn (shmhd@hotmail.com) For Salida, currently Betsy Downing (betsey@my.amigo.net)	
	Person responsible for set-up (chairs, screen, projector, video)	
	Board member who will lead the meeting (Welcome and Announcements)	
	Person(s) who will introduce the speaker(s) and manage Q&A	
	Person who will write a thank you note to speaker(s)	
