**Holding a Half-day Social Event with Food**

**Version 1.0, 2014-03-14**

**In preparation:**

* Identify event theme/purpose
* Identify date
* Identify attendees
* Secure location
* Consider weather contingencies
* Create Meet-up announcement and RSVP
* Prepare email announcement
* Enter meeting into V-tools with enrollment and email respondent
* Create announcement on Section website
* Identify cater/potluck
* Secure coolers, ice, beverages, napkins, plates, utensils, other dry goods, etc.

**On day of the event:**

* Set up signage
* Confirm with caterer three days in advance
* Two hours early open location, set up tables, supervise parking, signage
* Replenish ice
* When attendees arrive, greet and introduce
* Twenty minutes after scheduled time, make announcements and welcome all attendees
* After lunch, draw door prizes
* Thank everyone for coming00

**After event:**

* Thank you note to special guests
* Report event to v-tools
* Submit for events

**History**

2013-03-14 - Steve Kemp & Bill Harrison