



Amery Woman's Club
PO Box 94 - Amery, WI 54001

AWC Meeting Champion Checklist

NOTE: As Meeting Champion, your task is not to DO all of these items, it is to coordinate the completion of these. Please make sure to ask for any help you need!

Pre Event Tasks:

- Confirm menu and event location are set up (Julie Andersen).
- Confirm speaker or program.
- Confirm AV equipment needs.
- Coordinate table decorations and placement.
- Set up two (2) tables for registration, podium set up, paddle sales, or other special arrangements.
- Place event programs at each place setting.
- Set up the US Flag near podium (pick up from AWC Office at the library).
- Speaker system available at event site? ___yes ___No (bring ours from AWC Office).
- Paddle sales (pick up paddles from AWC Office at library) (prizes available).
- Bring in wine/beer if needed and make sure there are glasses for them.
- Ensure collection bins are available for any donated items.

Special Assignments/Arrangements:

- Assign a Board or club member to provide support to chairwoman of any special projects, games, mixers, etc.
- Assign Board or club member to sell paddles – coordinate with President or Treasurer
- President (or assigned Board or club member) to meet and greet speaker and guest(s) as they arrive. Direct them to their tables.

Registration Duties:

- Treasurer and Auditor (or assigned member) will collect payment of meals and check off member on the Dinner Meeting Registration Form.
- After all meal payments and any fundraising monies are collected, the Treasurer and Auditor will count all monies and complete the Event/Fundraising Financial Report for all fundraising events & the Dinner Meeting Form before leaving the monthly meeting.
- Compare funds received to the Dinner Meeting Registration Form entries. Make sure any checks collected include the purchase info in the check memo.



Amery Woman's Club
PO Box 94 - Amery, WI 54001

Submit all *Funds* and the completed *forms* to the Treasurer. These forms become a permanent part of all financial documentation.

Post Event Tasks:

- Return tables to original order.
- Remove all programs and paper from tables and recycle them.
- Remove donated or collected items (coordinate storage of items with President).
- Return Paddles to AWC Office.
- Return Flag to AWC Office.

NOTES:



Amery Woman's Club
PO Box 94 - Amery, WI 54001

(Approved: January 6, 2017)
