



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:**

- Select Meeting Champion Assistant
- Provide Tax ID to the Meal Provider: # is 008-1027213415-02
- Confirm menu and event location are set up
- Complete Catering and Meal Planning Form
- Confirm speaker or program.
  - Check AV equipment needs for Speaker
  - Do a thank you note and token of appreciation
- Coordinate table decorations and table placement.
- Set up two (2) tables for registration, podium set up, raffle sales and any other special arrangements. If raffle sales are occurring make sure the President brings a copy of the Gambling license.
- Place event programs at each place setting.
- Contact Jan Everson to bring nametags
- Set up the US Flag near podium (pick up from AWC Office at the library).
- Speaker system available at event site? \_\_\_yes \_\_\_no (if no, bring ours from AWC Office).
- 50/50 tickets (if needed, get from the AWC office, get containers for tickets and get needed prizes)
- 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:**

- Coordinate with a Board or club member to provide support for any special projects, games, mixers, etc.
- Coordinate with a Board or club member for Raffle Sales
- President (or assigned Board or club member) to meet and greet speaker and guest(s) as they arrive. Direct them to their tables.
- Meeting champion or designee to take pictures at the meeting.



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**Registration Duties:**

- Treasurer will collect payment of meals and check off member on the Dinner Meeting Registration/Reservation Form/ Meeting assistant to sit with Treasurer during this time.
- After any fundraising monies are collected, the Treasurer and the Meeting Champion will communicate about all monies collected and complete any forms.

**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 Raffle tickets to AWC Office.
- Return Flag and also Speaker system if ours was used to the AWC office. Make sure nametags get back to Jan Everson
- If needed due to a late dinner cancellation, send out letter to member/guest informing them of the need to pay for their dinner.
- Have Champion Assistant or a designee write a synopsis of who the speaker was and a summary of their topic. In addition, if there was a donation at the meeting for example Food Pantry items, please include that information. Turn this synopsis into the President.
- Send photos from the meeting to Brooke Christensen.



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