



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
- Send meeting venue information, topic, meal choices information to Joyce for our callers with a due back date.
- Confirm menu and event location are set up
- Complete Catering and Meal Planning Form (confirm how we are being charged by the venue)
- Send meeting venue information, topic, meal choices information to Joyce for our callers with a due back date.
- Confirm with venue the # of members expected to attend and any special food requirements of our members
- Confirm speaker or program.
 - Allow 20 minutes for our speaker
 - 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



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

- 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.

Registration Duties:

- Treasurer will collect payment of meals and check off member on the Dinner Meeting Registration/Reservation Form/ Meeting assistant to sit with the 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 within 30 days.
- Send photos from the meeting to Brooke Christensen (she does PR) and Kathy Majka (she keeps historical information and pictures)