

## **Embroiderers' Guild of Victoria**

### **Position: Special Events Coordinators**

(May include: Fall Stitch-in, Spring Festival, Anniversary events, Retreat, Guild Members' show, Island Stitch-Ins and the Saanich Fair, Embers & Guides workshops)

- Choose a date for your event
- Obtain a planning spreadsheet from the Vice President
- Ensure room is booked for the event and a deposit is paid if needed. Arrange for access to room for set-up
- Prepare a budget and present to the Executive. This budget must be approved by the executive before the event can be advertised to the Guild members. The Exec has the final say in the cost of the event.
- Recruit committee members/helpers as necessary
  - Remind all committee members that receipts must be turned in to EGV Treasurer with appropriate form to claim any expenses
- Prepare notices for the Flying Needle and the website. Be sure to include all details and a registration form if necessary
- Ensure registration and fee collection is taken care of. Receipts are to be written for all monies collected.
- Obtain the "event evaluation form" from the Vice President for your event. Prepare sufficient copies.
- Ensure the evaluation forms are handed out and collected. Prepare a summary of the evaluation sheets or return them to the Vice President for summarization
- Set up room and take down as necessary.
- Authorize and hand in all expense forms – with attached receipts – to the EGV treasurer
- Write a detailed report of the event, including the summary of the evaluation: this report goes to the Vice President. A brief summary of the event should also go to the editor for the newsletter
- Deliver a "Thank you" to committee members.
- Give a verbal report of the event at the next Guild meeting