



PORSCHE CLUB OF AMERICA - MILWAUKEE REGION

CHECKLIST FOR EVENT ORGANIZERS

The following checklist should be completed for every organized Event and submitted at the earliest possible date to the: **Steinlifters Editor ; PCA Milwaukee Webmaster ; Social Chairperson ; and President.**

For an event to be successful, it must be announced to the membership as early as possible and promoted in all Club publications. Specific details will vary based on Event type, but typically include basic "who, what, where, when, why" information. Nametags must always be provided at the door to help new members feel welcome and a PCA Liability Form must always be signed by every attendee.

****If you are chairing an event, you are responsible to create some sort of ad, or ad outline for the Steinlifter's Editor. Please do not expect the Editor to create your ad from scratch. You can e-mail (or fax) that same ad to the Webmaster.** This information should be created and sent about 2 ½ to 3 months in advance of the event, in order for the ad to appear in at least **two** issues of Steinlifters. Steinlifters deadline for all information is the 15th of the month prior to the edition (i.e., if an ad is to run in the December issue, it should be submitted no later than the 15th of November).

Who: Event Organizer - Your Name: _____ ; Your Phone #: _____
Your E-mail Address: _____

What: Title Of Event: _____

Venue: Establishment Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Venue Telephone #: _____ - allow others (baby sitter) to contact attendees in an emergency.

When: Day of Week: _____ ; Date: _____ ; Year: _____
Start Time: _____ am / pm ; End Time: _____ am / pm

People like to know if it's necessary to arrive exactly on time, and when they can expect to get home.

Event Cost: \$ _____ - also note cost, if different, when children are invited, ie: picnics.

Why: Description - Try to make the event sound interesting ; Convince members to attend.

Event Description:

Menu Information: Time food will be served: _____ am / pm - assuming a lunch or dinner event.

Menu Details:

Detailed Directions : You may know how to get there, but does everyone else?

Directions:

Is RSVP Required - YES or NO ; If so, when is RSVP Cutoff Date: _____
RSVP Contact Name: _____ Phone #: _____ Fax #: _____
RSVP via E-mail: _____

Event Sponsorship: If the event is being sponsored by a Corporate partner, provide details below;

Company: _____ Street Address: _____
City: _____ State: _____ Zip: _____ Tel: _____
Fax: _____ E-mail: _____ Web: _____

Special Instructions - Anything attendees need for the event, such as: helmet, long sleeve shirt, & long pants (autocross); swim suit (picnic with swimming facilities); etc.:

Special Instructions:

Insurance Forms: - Be certain PCA insurance forms have been submitted, if required for your event.

Things To Bring: - Nametags ; Pens ; Sign-In Liability Forms ; Wristbands.

Sign-In Liability Forms: - Every person attending any Club sponsored Event MUST "sign-in" on a PCA liability form, even if no fee is being charged. In addition to limiting Club liability, the form serves a dual purpose of providing accounting review of cash flow (for fee events) and a convenient opportunity to hand out nametags.

If Food Is Being Served (Non Catered): - Consider items required for serving and eating - cups, glasses, plates, plastic forks / knives / spoons, napkins, cream, sugar, garbage bags, etc.

Introduce New Members: - Make it a point to identify and greet ALL new members. Hand them off to appropriate club members (Officers, Directors, etc.) so they are introduced to others and made to feel welcome.