

Checklist for GYRO Luncheon Meeting or Event		Draft 5 - 2019-01-10			
For Month of: _____					
Topic or Event: _____					
Speaker (if applicable): _____					
Date of Luncheon or Event: _____					
Team Leader: (name) _____					
Team Members: (names) _____		Responsibility		By When	
	Action	Position	Names	Target Date	Actual
1.0	Advise President of Topic or Event date and location	TL			
1.1	Advise Thor Jepson to put up Event Details for posting on the Gyro Website	TL			
1.2	Advise Bulletin Editor Bryan Sherwood of details for inclusion in Gyrodeo	TL			
1.3	Determine Audience - members/guests only, Mixed, Stampede City Club	TM			
1.4	Determine A/V Equipment needs and confirm availability with Richard Simons*	TM			
1.5	Obtain Bio from Guest Speaker to assist with Introduction	TM			
2.0	<u>EVITE Invitation (or similar)</u>				
2.1	Send out "Save the Date" Notice by email if required	TL/TM			
2.2	Design Evite Content - What, By Who and When (at least 2 weeks in advance of event)	TL/TM			
2.3	Distribute to Proposed Attendees and set Event Reminder timing	TL/TM			
2.4	Follow-up on "No Reply Gyros" to firm up attendance	TL/TM			
2.5	Advise President on Total Number of attendees expected (Three days in advance of event)	TL/TM			
2.6	Prepare listing of member names and guests who will be attending for the use of "greeters"	TL/TM			
3.0	<u>Luncheon Meeting or Event</u>				
3.1	Designate Team Member(s) as "greeters" to collect money from Attendees using listing	TL			
3.2	Designate Team Member to Prepare and deliver Grace	TL/TM			
3.3	Designate Team Member to Introduce Guest Speaker	TM			
3.4	Designate Team Member to Thank Guest Speaker and present "Gift"	TM			
3.5	Submit Cash collected to Hotel Registration Desk and obtain receipt	TM			
3.6	Submit hotel cash receipt, any cheques and attendance list to Treasurer. For events other than meetings at the Carriage House, provide the Treasurer with a financial summary of the event including supporting documents for costs incurred.	TM			
3.7	Prepare summary report on Topic/Event and deliver to Bryan Sherwood	TL/TM			
	- what general information was presented				
	- how many members/guests attended in total				
	- how many guests by each team				
	Note 1.4 - Ensure that OUR A/V equipment is compatible with what the guest is bringing with him/her.				