

The Garret Club, Inc. Planning Club Events

Event date: _____ Event: _____ Committee: _____

Chair(s): _____ Venue (in-person/Zoom/hybrid): _____

TO PLAN EVENT WITH THE OFFICE, PLEASE BEGIN AT LEAST TWO (2) MONTHS BEFORE THE EVENT.

Schedule the date of the event: To schedule a Club event, contact Barb in the office, office@garretclub.com. With approval from Dennis Webber, Club Manager, she will provide feasible dates for the format (Morning Talk, Lecture Dinner, etc.). Once a date has been confirmed with the presenter, let the office know.

Meals: if you would like to schedule a meal following the event:

For daytime events: buffet lunch is available on Monday, Wednesday, and Thursday. For lunch to be offered on Tuesday or Friday, discuss this with Dennis. Summer: when the Club is closed on Mondays, buffet lunch is available on Tuesday, Wednesday and Thursday.

For evening events: There are two evening meals on the monthly calendar: First Tuesday Buffet Dinner (6:00 p.m. @ \$35) (H&W has preference for talks on the first Tuesday) and Thursday Night Bistro (each Thursday, seating times, à la carte). To schedule a meal after an event on Monday, Tuesday (except First Tuesday), Wednesday and Friday, contact Dennis.

Provide the office with event information: Once the date is confirmed, provide event information to Barb in the Club office, office@garretclub.com. This information will publicize your event via the newsletter, a poster and e-blast(s). The newsletter deadline for the upcoming month is the second Friday of the current month. For example, items for the December 2022 newsletter were due Friday, November 11. Provide "Hold the date" information for the newsletter two months before; full information for the newsletter for the month before and month of the event.

- Standard times: Seminars: 10:00 a.m. coffee, 10:30 a.m. - 12:00 p.m. program; Morning Talks: 10:30 a.m. coffee, 11:00 a.m. talk; H&W Talks: 5:00 p.m. talk; Lecture Dinner: 5:30 p.m. cocktails, 6:15 p.m. program for 1 hour, dinner served following talk. Discuss with the office any alternate times/schedules.

Times: _____

- Venue: in-club only, ZOOM only or hybrid: in-club and ZOOM. There is a Club computer available for the Presenter to use. Please contact the Technology Committee if a member Zoom Keeper is needed to ZOOM the program. The office will provide the ZOOM invitation before the event and will send it to those remote participants.

Venue: _____

- Presenter(s): full name and title; photo and brief bio.

Name(s): _____ Title: _____

Add'l name: _____ Title: _____

Brief bio: _____

- Title: "Title of Event." " _____ "

- Brief write-up describing event.

- Name(s) of event chair(s) to be listed and contacted with questions.
Chair(s): _____
- Price: if there is no standard price, Dennis can help set one. Price per person: \$_____
- Maximum head count (if there is one). Max count: _____
- “Guests welcome” or “Members only.” (If there is a limit to the workable headcount consider “members only” to allow as many members as possible to attend.) _____
- Room/AV set-up: it is recommended that event speakers use the Club’s equipment for their presentation. The speaker is asked to send a copy of their presentation in Microsoft PowerPoint to the office, and the assigned Zoom Keeper, in advance of the event and to bring a copy with them on a Flash drive. The Club can also provide a screen, podium, and microphones (both in-hand and lavalier). The speaker has the option to schedule a time before the event for a “dry-run” of the presentation either on a preceding day or an hour before the program. Reserve this time with the office to assure the room is available.

Committee/Chairs to determine and provide office with details at least two (2) weeks prior:

- Speaker’s table: provide names of those to sit at the head table. Note: the presenter and one guest are welcome as “guests of the Club” (no charge for dinner or drinks.) You are welcome to request a list of attendees from the office to help select those to be at this table. Table of 8-10.
- Speaker recognition: engraved “Garret Club” letter openers are available from the Club office. If the speaker is to receive a check, provide at least two weeks’ notice to the office. If you wish to provide a gift, please receive Manager approval to do so and submit a receipt for reimbursement.

Speaker recognition (if any): _____

Make your own reservation! We will not assume that you are coming.

Discuss with Dennis:

- Menu, linens, centerpieces, décor, pricing (if not standard price).

- Entertainment (if any): please provide the full name of the entertainment and if they are to receive any payment (to be pre-approved by the Manager).

Name: _____ Payment: \$ _____

Monitor the event: monitor with the office the number of reservations. If reservations are slow, request that the office send out an e-blast. The office typically sends one out at least a week prior.

Day of the event: arrive at least one hour before start of event to meet with speaker; introduce speaker.

After the event: send a written thank-you note to the speaker(s). Garret notepaper is available from the office.

Additional room for notes/comments: _____

