



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Afternoon in the Garden**

Date Created: March 8, 2017 Form Creator Name: Wendy McVey  
Event Date: (appx) Spring/Summer Form Creator Tel.: \_\_\_\_\_  
Date to Begin By: \_\_\_\_\_ Form Creator Email: \_\_\_\_\_  
Committee Name: (If Applicable) Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

Afternoon in the Garden is presented by a member of the club who may be a beginner gardener or a gardener with a lot of experience. Because there is such appreciation by all members of the club, spending an Afternoon in a Garden is a wonderful way to share experiences of gardening and just enjoying club friendships in a casual and lovely way.

## Description Of How The Event Is Run (Who, What, When, Where and How):

Selection of event location is decided usually in the spring of that year. A club member is either asked to invite members to their home and garden, or a member may extend an invitation. Dates may not be decided on exactly till closer to the growing season. Announcement of dates should be available at annual meeting in June.

Event is usually held in the afternoon. A committee is formed with the homeowner/club member, to decide how set up should be handled. Committee should meet on location about one month before event for a planning session. A couple of meetings may need to be held before the event. Anyone is welcomed to help with these events.

There is no set procedure for these events. If there is a special program or refreshments, a small fee may be charged.

Reservations can be requested if needed. Someone on on the committee could be in charge of that.

Refreshments are usually donated by club members.

## Materials, Equipment Or Supplies Needed To Put On Event:

Any special requirements are worked out by the committee and the homeowner.



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## Events General Checklist (Checked Items Are Needed For This Event)

<b>Requirements for this Event</b>	<b>Check If Required</b>
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input checked="" type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>5</b>

Summarize the Closing Of This Event: ( Cleanup procedures, financial tallying, reports etc.)

Might be helpful to make sure there will be a few folks available for clean up--usually committee members.



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Rev.

2017



# Mountain Garden Club Time line Template

**Event/Publication**

**Afternoon in the Garden**

Date Created: March 8, 2017 Form Creator Name: Wendy McVey

Event/Pub Date: (appx) Spring/Summer Form Creator Tel.: \_\_\_\_\_

Date to Begin By: \_\_\_\_\_ Form Creator Email: \_\_\_\_\_

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Early Spring	Talk to club members and select a location for the event	Should be a member with nice gardens and the ability to hold 20-30 people in their yard.
2 Months ahead	Form a committee to plan out the details of the event. Start to send out "hold the date" messages to members. Announcement of date, time (usually in the afternoon) and location should be available for the June Luncheon. If reservations are going to be necessary (because of size limitations) someone needs to be appointed to be in charge of them.	Meet at the proposed location (if possible) to do the planning.
2 Wks. ahead	Work with the Host/Hostess to finalize any last minute details. Send out a reminder email to all members with necessary details and directions.	Refreshments are usually donated by club members and brought to the event.
Day of	Make sure that all members have name tags and especially new members are introduced around and feel comfortable.	

Rev.

Print Form