

## SWC PROGRAM/EVENT GUIDELINES 2022-23

### PROGRAM GUIDELINES 2023-24

Dear Event Chairs:

Thank you for bringing this event/program to the Sausalito Woman's Club and enriching the lives of our community of women! Here are some notes and helpful hints to make sure that YOU and your attendees have fun.

Lauri Flynn ([lauriflynn@msn.com](mailto:lauriflynn@msn.com)) and Ko Scarth ([m.ko.scarth@gmail.com](mailto:m.ko.scarth@gmail.com)) are here to help make your events as enjoyable as possible!

Remember: preparation is key to success!

#### **RSVPS & PAYMENTS:**

- All members are asked to RSVP online to reserve their spot as well as pay the cost, if applicable, of the program via the SWC website.
- Fees can be paid by check to event chair or in person. Payment online is available and preferred.
- The chairs can request their program RSVP list from Lauri or Ko. They will be able to send you the list via email.
- All sales are final—no refunds unless the program has been canceled or postponed. Tickets are transferable.

**PROMOTING YOUR EVENT:** You've worked hard on your program and you want lots of folks to enjoy it. Now it's time to promote it. Here are some ways you can promote via the Club and Sausalito community: *(Please note that it's the responsibility of the Program Chairs to promote their program/event.):*

## SWC PROGRAM/EVENT GUIDELINES 2022-23

1. **SWC Website Calendar:** Your event or program should already be listed on the [SWC website calendar](#). Please review it and make sure it's correct. If you need to make any updates, please let Lauri and Ko at least three days in advance.
2. **Business meeting:** In the interest of time, the Program Co-Chairs will announce your event. For the program chairs that think they need "face time" at the business meeting, please let us know.
3. **Club Tuesday mass email:**
  - Your program will be automatically promoted 3 weeks leading up to your event. The e-news will include the name of your program, an image, and the date as shown on the [club calendar on the website](#).
  - If you need to cancel your program or reschedule it, please let Pam (enews@sausalitowomansclub.org), Lauri & Ko know so they can update the website and the next e-news.
  - No programs outside of SWC will be included on the SWC website or enews.
4. **SWC's Facebook page:**
  - The SWC is able to promote it on Facebook, either through an announcement or as an event (their choice).
  - You should contact Kim Huff (kim@kimber.net) about that and you must also be willing to serve as an event respondent and Facebook contributor.
  - You should be selective about how much promotion you do so as not to overwhelm members. Kim suggests that Program Chairs do this if they are looking for a larger audience.

## SWC PROGRAM/EVENT GUIDELINES 2022-23

- 5. Sausalito Currents:** Weekly email from the city each Friday on news and activities. Send your event missive a week before your program to:  
[SausalitoCurrents@ci.sausalito.ca.us](mailto:SausalitoCurrents@ci.sausalito.ca.us).

### CLUB KEYS

- Please email Lauri or Ko about this.

**ONSITE EVENT:** If you are hosting an event on-site, pay close attention to clean-up procedures. We suggest that you assemble a set-up and a clean-up committee. Below is everything you need to do/know for your onsite event.

### 1. LIQUOR LICENSE:

- You need a liquor license if you are selling alcohol at your event. You will need at least 6 weeks to procure a license.
- Contact Kathleen Maher ([kemswc@gmail.com](mailto:kemswc@gmail.com)) at least 6 weeks prior to the event.
- As of 2022, the state requires that whoever is serving alcohol must get special training. You only need to have one person on site who has had this special training. Kathleen will tell you more when you contact her.

### 2. FLOOR PLAN SET UP:

- Submit your floor plan by WEDNESDAY of the week prior to your event (download from [link on Program Chairs page on the SWC website](#))
- Draw in the configuration you choose, and be sure to include any information about the room set-up (bar, sound system, power-point, screen, etc.) and complete

## SWC PROGRAM/EVENT GUIDELINES 2022-23

the table/chair information. Fill out the floor plan form in black ink.

- Scan or take a picture of your floor plan and email to both Lauri and Ko.

### **3. Kitchen Protocol:** [Click here to download this document.](#)

### **4. Compostable Tableware:**

- The club is trying to not use plastic or non-recyclable products any longer.
- The Sustainability Committee has a shelf with compostable tableware in stock downstairs. This includes paper plates, bamboo utensils, and paper cups.
- If there is something you need, please contact Julie Carlson. You can find more information at [www.sausalitowomansclub.org/civics/sustainability/](http://www.sausalitowomansclub.org/civics/sustainability/).

### **5. SWC FLOWER MART PASS!!**

- 6. We** will have the Flower Mart/Parking Pass, should you need it for your event. Please notify the Program Chairs via email and they will let you know where you can pick up the pass. Please be sure to RETURN THE PASS ASAP!

- 7. AUDIO/VISUAL:** If your onsite event calls for audio/visual equipment, [please review this A/V document](#), which will also be posted in the control room. Also, we will organize a quarterly AV training meeting for all program chairs. Please try to attend. If you have any additional questions, please contact one of the technology-committee members.

- 8. PHOTOS:** Photos are fun to take and share with the club members, so appoint someone to take a photo or two of the

## SWC PROGRAM/EVENT GUIDELINES 2022-23

girls having fun and sharing it with the monthly newsletter.  
iPhone photos work great!

**9. CONFIRM:** Confirm with your speaker, security, caterer, volunteers, whoever might be a participant in your event a few weeks prior to the date. Possibly arrange for parking for vendors.

**10.SECURITY:** JT Executive Protection, 415 336-5601 (Troy Hines). He charges \$40/hr with a 6 hour minimum.

**11.KITCHEN HELPERS/WASH UP:**

- We use George LeBugle. He is very helpful prepping food, cooking, and cleaning up. His rate is \$35 per hour. His telephone number is 415-948-4036

**12.EVENT Lock-up Checklist:**

- Read and download the [checklist here](#).

**13.CLEAN UP** - see also Event Lock-up Checklist above.

- Kitchen:
  - Clean up kitchen, wipe down counters, unload dishwashers, empty refrigerator and clear counters. Leftover containers or platters should be brought to the basement; leave kitchen space empty and clean so the next event chair doesn't have to clean up after you! That even means taking home that big jug of leftover mayo!
  - Lock basement door, put away mic, sound system and other equipment; lock control room and or stage room doors. Turn off all lights and make sure the thermostat is at 50 degrees; lock front door with the key (do not press button).

## SWC PROGRAM/EVENT GUIDELINES 2022-23

- Leftover food: **please remove all food promptly.**
- If you have leftover food, the Fire and Police Departments will gladly receive food.
- Kitchen Bins:
  - Recycling and trash - empty into the outside bins; Do not line with plastic bags.
  - Compost - remove non-compostable items; empty into the outside bin; reline with compost bags.
  - Note: outside light on/off switch behind the refrigerator.

### WRAP UP Final Report:

- Send your 'Final Report', to Laurie Wright
- [wrightlaurie20@gmail.com](mailto:wrightlaurie20@gmail.com) showing your actual income/expense/net and use the expandable box at the bottom of the form for any relevant comments or observations about the event, i.e., you might want to note what went well, what could be improved upon and suggestions for future.
- You can download the final report budget form at [www.sausalitowomansclub.org/plan-your-programming](http://www.sausalitowomansclub.org/plan-your-programming); Note: this is the same form you used for your budget estimate.

### GETTING REIMBURSED:

- The Program Chair is responsible for sending their event's organized receipts DIGITALLY along with their budget estimate form to Club Treasurer at [accounting@sausalitowomansclub.org](mailto:accounting@sausalitowomansclub.org) within 10 days for reimbursement.
- Please keep a copy for yourself. Make sure to clarify which club members need to be reimbursed for their expenses.