

Midstate Miata Club Event Preparation Checklist

Note: These are the steps and responsibilities of the Event Coordinator that has agreed to host an event and they apply to both events planned at the Annual Planning meeting, as well as, Pop Up and local events.

0- *Submit the completed Planning Template to the Activities Coordinator for inclusion in the Club Calendar in order to provide as much information as possible for advertising the event to the members in the newsletter and website.*

1-Prepare directions and conduct a “dry” run for the route. Remember to add time for caravanning and potty stops. Potty stops should be scouted out in advance and be no more than 1 ½ hours apart. (This should be done as soon as possible after submitting the event for approval but at least 8 weeks prior to the event.)

2-Scout out “food” locations and initiate contact/make initial reservation with the management. (Preliminary reservations should be made 8-10 weeks prior to the event with a follow up 2 weeks prior, and the week of with final numbers.) Be sure to get prices (including tax/gratuity) and provide deadline to register and pay in your event article. Members will **make checks payable to Midstate Miata Club** but will send to you. Please include your name/address in your article.

3-Get the full event article/ information to the newsletter editor so that it can be published 1 full month prior to your event. Be sure to include a deadline for RSVP. If it is a Pop Up event, be sure to have all the information and reservation details in the email to Activities Coordinator and President when the request is submitted so it can be distributed as quickly as possible.

4-Make final reservations with restaurant and with any special event.

5-Complete any “special” requirements of the event.

6-Make copies of directions (and maps if applicable) for the event. (1 per car plus a couple extras plus 1 for inclusion in the Club Scrapbook.)

7-Read Caravan rules at every event to help new members understand the key points of caravanning.

8-Should an event need to be cancelled or if you cannot host on specified date, please supply all necessary information to the Activities Chairman, Jay Cartini. Jay will determine if we can find someone to host it or if we have to cancel, he will send note to all Area Reps to that fact. He will also notify Lee to add to the website.

9- Write up the post event article for inclusion in the newsletter and send to Newsletter Editor within 1 week.

10- Send list of event participants to Activities Coordinator with the post-event article.

11-Give event planning sheet and any directions and maps to the club historian, Bob Sabella, for inclusion in the scrapbook.