

Leading a PHWC Event – Standard Operating Procedures Revised October 2024

(This procedure is for new events, and is not intended to incumber already existing, well-established activities such as Ladies Who Lunch, etc.).

Program Leader is defined as a person who has volunteered to lead a Program activity for PHWC.

- 1. Establish Co-Chairs for events to share the responsibilities associated with the event.** The Program Leader will determine if she needs co-chairs to help with planning, decorating, registration, and other activities.
- 2. Secure a Date and Venue:** If a venue needs to be reserved, the **Program Leader & Co-Chairs** will reserve the venue, establishing refund guidance, cancellation dates, and minimum and maximums attendees.
- 3. Menus & Activities:** If a menu needs to be selected, or a price established for the activity, the **Program Leader and Co-Chairs** will coordinate this with the venue's management, working with the Program Committee Director to determine if additional money needs to be added to the venue's cost per person to cover any additional fees such as gratuity, taxes, centerpieces, games, etc.

Note: if the event is at the Palmetto Hall clubhouse, the actual costs may be put on each member's account.

If the event is outside of Palmetto Hall, money may need to be collected by **Program Leader and Co-Chairs** prior to the event. The **Program Leader and Co-Chairs** will ask that members either send a check to their home or drop it off at their community box. Checks should be made out to PHWC. The **Program Leader** will gather all checks and submit them to the PHWC Treasurer, who will in turn write a check to the payee (event venue).

- 4. Event Logistics:** The **Program Leader and Co-Chairs** will determine if they need a committee to help decorate, register, facilitate tours or other activities.
- 5. PHWC Event Flyer Request:** The **Program Leader and Co-Chairs** should complete the following PHWC Event Flyer Request:
<https://docs.google.com/forms/d/1Kl3GeSFipeIRQdL4O5MgNqU0zUd7fEoc3C4CFNBhp9s/edit>

Upon completed, the link will automatically be submitted to the Event Designer (Maureen Yates) for completion. Once the flyer has been complete it should be e-mailed to PHWCreservations@gmail.com for final review by the Program Committee Director and/or President or VP. The Flyer will be e-mail to the Program Leader and the Membership Committee for further dissemination.

6. **Name Tags: The Program Leader and Co-Chairs** should coordinate with the Joyce Maguire for the nametags for the event. For large events, menu place cards may also be necessary. This can also be secured by the Joyce.
7. The PHWC Reservationist will monitor the reservations and keep the **Program Leader and Co-Chairs** up to date on the number of attendees signed up, keeping an eye on minimums and maximums.
8. **Hostess Responsibilities** – The **Program Leader and Co-Chairs** will be the main Point of Contact (POC) before and after their event. As such, they should arrive early to the event and stay at the event until the end of the event.
9. **Event Expenses** – The **Program Leader and Co-Chairs** should turn in any pre-approved expenses to the PHWC Treasurer utilizing the attached PHWC Expense Form. All receipts should be attached to the Expense Form.

THANK YOU SO MUCH FOR AGREEING TO LEAD A PHWC EVENT!!

