

VFAWL's Annual Community Social Event CHECKLIST:

1. Determine your event and your ideal attendees
 - a. private or public event
 - b. members, non-members, local business owners, Judges, JA's
2. Is there a theme or community non-profit for partial or full ticket donations (a cause)?
 - a. animals, domestic abuse, children, civil rights
3. Find a venue - your attendee size will control the location
4. Lock down an event date
5. Find sponsors – this cuts down the costs to your association & promotes their business
6. Finalize food, drinks -- Determine if this is provided at the venue (step #2) or if it will be catered (who may also want to be a sponsor)
7. Determine if you will charge an admission fee or donation to a cause
8. Find a local printer and send out personalized invite notecards to your attendees
9. Find décor, flowers, dessert toppers – allow a few weeks' time for delivery
10. Require an RSVP a week before the event for a proper headcount - you can also allow admission purchased at the door
11. Photography – determine if you want a professional photographer, or one of the board members to take candid shots (make sure attendees agree it can be posted online)
 - a. Step and release backdrop option
12. Raffle prizes – from local businesses who donate baskets, gift certificates, etc.
13. Be sure to thank all the attendees, and specifically if there is a sponsor and what the admission fees go towards – your association, a community non-profit, etc.
14. ENJOY the event!!
15. Send thank you notes to all attendees with the board, or just the President, signing each card

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