NYWCA PROGRAM PLANNING

☐ DEVELOP AN IDEA FOR YOUR PROGRAM
Your event should be educational, hands on and food-centric. Programs are not intended for business sales and speakers typically are not paid.

☐ SET A DATE
Email nywcaprograms@gmail.com with your top three dates; the Programs Committee Chair will confirm the date that works best or suggest alternate timing.

☐ FIND AND RESERVE VENUE
Venue space should be donated whenever possible. If you have to pay, be sure to factor the price into the ticket price for your program.

☐ PROGRAM PLANNING
Once your date has been approved, the Programs Chair will assign you a Programs Committee Mentor. Your mentor will help you with pre- and post-program aspects, including planning instructions, budget, Wild Apricot listing, attendee reports, sign-in sheets and event follow-up.

☐ PREPARE A BUDGET AND ADMISSION CHARGE
Use the “Budget Planning Spreadsheet” to estimate your expenses. Set the base ticket price (average is $40-50) and final pricing as follows:
  o Members: Add an additional $5 NYWCA admin fee to base ticket price
  o Non-Members: add $15 to base ticket price

☐ SUBMIT NYWCA PROGRAM BUDGET FORM TO PROGRAM MENTOR FOR APPROVAL

☐ FILL OUT THE PROGRAM INFORMATION SHEET
This information will be entered into Wild Apricot.

☐ CONSIDER YOUR NEED FOR VOLUNTEERS
You need at least one volunteer each for sign-in, the event write-up and photos. You may need others for tasks like set up and clean up. Volunteers must register and pay to attend.

☐ ATTENDEE REPORTS / SIGN-IN SHEET
Access Wild Apricot for information on registrants. Your Program Mentor will work with you to create a sign-in sheet for your event.

☐ POST-EVENT
Submit scanned sign-in sheet, reimbursement form, receipts, event write-up and photos to your Programs Committee Committee Mentor to send to the appropriate parties. Write-up and photos are due within 2 days after the event.