

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:

- Members: Add an additional \$5 NYWCA admin fee to base ticket price
- 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 Mentor to send to the appropriate parties. **Write-up and photos are due within 2 days after the event.**