



## **Hosting A District Meeting District Director Guidelines & Host Club Checklist**

*The purpose of this checklist is to help the District Director and the Host Club plan a successful MGC District Meeting. As District Meetings are different across the state, this checklist is all encompassing. It does not mean that everything on this checklist must be done; **the required items are bolded**; the rest are to be used as needed to help in planning the event.*

### **12 months prior to District Meeting**

#### **District Director**

- Identify Host Club using District Meeting Calendar of Previous Host Clubs listing to show order of clubs next in line
- Identify date after review with MGC President and 1<sup>st</sup> VP to confirm availability. Coordinate with other DDs to minimize travel time/costs of President and 1<sup>st</sup> VP
- Submit District Meeting Date to MGC Calendar
- Review MGC District Events Policies and Procedures (on MGC Website Member Side-Policies & Procedures)
- Download MGC District Meeting Budget and Final Report Form (on MGC Website Member Side -Forms)
- Review past two District Events to get costs, attendance, themes to review with Host Club at first meeting
- Get a copy of the Michigan Sales Tax Exemption form and the Michigan Sales Tax Letter of Exemption. Available on the board member side of the MGC website or obtained from the MGC Treasurer. These forms should be used to eliminate the paying of sales tax on all items purchased for the event, including the meals.
- Schedule First Planning Meeting with Host Club President and other club officers

#### **Host Club**

- Identify Host Club Chair (Co-Chairs) and Committee and meet with District Director for first planning meeting
- Discuss theme ideas and general budgeting estimates (speakers, food, favors, decorations etc.).
- Form Host Club subcommittees/assignments as needed from the following suggested list:
  - Meeting Minutes (Chair)
  - Venue and Menu
  - Speakers/Program/Hands On Activity
  - Flower Show/Horticulture Design Component (Contact local guild for help)



- Vendors/Sponsors
- Publicity/Invitation/Program
- Member registration at event/Name Tags
- Decorations -venue/table centerpieces (can be sold at end of event)
- Participant Favors/Take Aways
- Club Ways/Means Table
- Club Display/District Displays (District Director can coordinate with other MGC Board Members)
- District Silent Auction (see District Meeting Event P&Ps for guidelines)
- Club Sponsored Raffle (if host club has a gaming license)
- **Evaluate meeting locations**
  - Space Available and Cost -meeting space, sign in space, vendor space, Flower Show Rooms (display, sign in, judges area) break out rooms, display area, silent auction table, table linens, American Flag, bathrooms and parking
  - Set up availability -day/night before -especially for Flower Shows
  - Food Cost -Breakfast, snacks, lunch, beverage availability
  - AV Equipment
  - Gratuity requirements
  - Parking

## **6-8 Months Prior to District Meeting**

### **District Director and Host Club Committee**

- **Finalize meeting location, food**
- **Agree on theme**
- **Finalize speakers (2-3 is recommended)**
- **Finalize vendor/sponsor list**
- **Identify hybrid components (if any) and requirements**
- **Finalize budget**
  - Use MGC District Event Budgeting and Final Report Form
  - Budget target is 10% of gross revenue
  - Budget MGC President, 1<sup>st</sup> VP and District Director as guests. Other nonpaying guests up to Host Club and District Director
  - District Director will submit to MGC Finance Chair as follows:
    - Fall Event budgets reviewed 1<sup>st</sup> week of April at Finance Committee Meeting;
    - Spring Event reviewed 1<sup>st</sup> week of November at Finance Committee Meeting
  - District Director follow up after Finance Committee meeting if there are questions
- **Host Club Raffle -provide proof of license to MGC with budget**



- Prepare site contract and/or review contract provided by site (Contract available on MGC Website) and sign**
  - District Director is the authorized MGC representative and should sign all contracts
- Review Speaker Contract (Available on MGC Website) and send to Speakers for signature**
- Finalize vendors**
  - Review Vendor Contract (Available on MGC Website)
  - Send contract to Vendors for signature
- Review Sponsorship Contract (if necessary -contact MGC for contract) and send to Sponsors for signature**
- Send out communication to clubs -Save The Date and Theme**
- Send notice to “Through the Garden Gate” to Publicize Event/Post Event on District Facebook page/Website**
- Reach out to non MGC Member clubs and provide invitation/information on upcoming meeting**

## **2-4 Months Prior**

### **District Director and Host Club Committee**

- Create Event Agenda**
  - Include the Pledge of Allegiance, blessing before the meal
  - President, 1<sup>st</sup> VP and District Director will speak -get times from them
  - Provide opportunity for socializing, shopping along with program
- Finalize event registration form/process**
  - District Treasurer will receive club registrations and checks to deposit so include name and address on registration form. Note: One registration form and check from each club.
  - Identify deadline (minimum two weeks prior to event)
  - Include accommodation options for special diet requirements
- Send registration material to district club Presidents and/or members**
- Finalize AV Equipment/hybrid portion technical requirements**
- Verify with MGC President on selling MGC items -space & resource to support**
- Follow up as needed to get all contracts returned.**
  - Provide copy of all signed contracts to the District Treasurer. No payments without signed contracts
- Finalize participant favors/take away material and source/order**
- Order any materials required for table centerpieces**
- Send out follow up reminder to clubs to register**
- Request host club members to:**



- Host at tables and at entrance;
- Assist with vendor set up
- Assist with Flower Show sign in process
- Assist with table(s) set up

## **Month of Event**

- Finalize program and get printed**
  - Allot time (at least 10 minutes each) for the President, 1<sup>st</sup> Vice President and District Director to speak
- Print out District Meeting Evaluation Forms**
- Meet with venue -assigned Host Club point person and committee member**
  - Review menu, room set up, times etc.
  - MGC's credit card can be used for venue & food deposits/payments. Contact the MGC Treasurer (with a copy of the contract or invoice) and provide a copy to the 1<sup>st</sup> VP. But please don't wait until the last minute, making this contact an emergency.
  - Identify how special meal requirements will be managed
  - Walk through to review set up -registration, room set up, vendor space, set up process etc.
  - Review District/Club Display and layout at venue
  - Identify set up that can be done (if any) the night before
- Send welcome communication to vendors reminding them of set up time, guidelines, table location, host club contact person**
- Communicate with speakers to re-confirm and identify who will meet them the day of the event**
- Run test of hybrid speaker using Zoom or Zoom being used for remote participants**
- Finalize host club members for tables/entrances; vendor/table set up**
- Finalize Silent Auction process**
  - Location, time to start/end
  - Recordkeeping of Sales/Payment process
- Finalize Host Club Raffle event**
  - Responsible Person
- Contact food caterer with final number and request invoice be sent to MGC Treasurer for payment at least one week prior to event.**

## **Week Of Event**

- Prepare name tags and participant event registration sign in sheets**



- Communicate to host club members who will sit at tables and entrance and assist with vendor/table set up-table assignment and time to arrive/check in as needed
- Communicate to host club members main point person for the event (District Director/Chair/Co-Chairs) to contact if issue arises
- Communicate with MGC President and 1<sup>st</sup> VP welcoming them, providing agenda/program and speaking time reminder
- Prepare table centerpieces
- Set Up Venue in advance, if possible, especially important for Flower Show
- Test/Set Up AV Equipment

### **Day of Event**

- Arrive when venue opens to greet vendors and provide direction to host club volunteers
- Provide assistance as required for vendors
- Set up main room tables (may be able to bring in material the night before)
- Set up any other break out/display tables
- Set up event registration sign in process (Name tags, programs, any other materials to be handed out)
- Speaker hosts ready to greet speaker

### **After The Event**

#### **Host Club**

- Work with the venue as needed to clean up/clear out the area
- Collect meeting evaluation forms and give to District Director
- Determine if any remaining items are personal items of value; may need a communication from the DD to the clubs to locate owner
- Send thank you notes/emails to the speakers/sponsors/vendors
- Work with Club Treasurer to collect receipts requiring reimbursement and repay those club members directly (usually under \$100). Complete & submit one MGC Member Expense Reimbursement Form (with copies of receipts) and provide copies of all to the District Treasurer. (On MGC Website Member Side under Forms). A check will be sent, using Bill.com, payable to the host club at the Club President's address. Bonus – this should make accounting for and reporting event expenses much easier for all involved.
- For speakers' fees, complete & submit an MGC Non-Member Expense Reimbursement Form. (also, on MGC Website Member Side under Forms). Payment will be sent directly, using Bill.com. This payment request can be made on or shortly after the event day.



**District Director**

- Work with District Treasurer to complete District Event Budget and Final Report Form; sign and send to Finance Committee Chair**
- Work with MGC Treasurer to finalize event profits distribution to the Host Club and District following MGC District Event Policy.**
- Submit article to “Through the Garden Gate” summarizing the District Meeting and recognizing Host Club efforts**