Wanna Plan an Event?

While it's true that anyone can put an event on the calendar, the Steering Committee thought it might be useful to have an article in the newsletter on how to go about it to help people feel more comfortable doing it. You know the moment when everyone turns and looks at the same person? Yeah-they looked at me. So, here's the article.

There are several steps to putting an event on the calendar:

1. Decide what event you want. Bird watching? Nature hike? Bike ride? Movie excursion? Pool? Craft night? Comedy Club?

2. Choose a location. Sometimes it's obvious (Nature hikes work best outside-pick your favorite park). You can host at home-and hosts get a $25 "host share" to help cover some of the costs of hosting an event.

3. Give your event a name. This is important. It can be a very clever name, such as "Movie Night," or a boring name like "MOM Beer Posse." It's up to the host.

4. Pick a date. This is also up to the host.

5. Write a calendar blub, or at least get all the facts together in one place. It needs to include the important details:

a. Date and time
b. Event name
c. Location
d. How attendees will know where to go

6. Email the calendar blurb to the Editor.

7. The Editor will let you know if there's a conflict (as in, you're trying to schedule a craft night the same night as someone already has scheduled New Members Dinner). If that happens, the second person to ask for a date gets to pick a new date. [Editor's note: perhaps I'm going to add in steps 3.5, which is actually optional. Contact someone in the group-if you're new, pick a name at random from the back cover of the Illuminate. Ask if that person is interested and coordinate a date with them. That way, there will be at least two of you and that's the beginning of the party.