The information listed below are suggestions based on experiences gained from previous events. It is not intended to be used as an all inclusive “have to follow these steps” list. It is a “living” document and should be updated as determined by the current Events Director.

The Events Director is ultimately responsible for the planning, organizing and conducting every event in which NCWW is officially represented. He/she may delegate portions of the duties and/or form a committee to assist, but he/she maintains the responsibility.

At least one BoD member must be present at every event, excluding Shop Crawls. This BoD member does not have to be the Event Director, but attendance of a BoD member is required. The Event Director maintains responsibility for the event.

Ask for feedback and suggestions in a separate thread following every event. Start this thread quickly (maybe even before you go to the event) so you may get most suggestions in this thread, and not as many scattered in other threads.

**NCWW Events**

Shows organized by a woodworking business or organization in which NCWW agrees to be an active participant by providing education and/or demonstrations of various woodworking techniques.

1. Confirm the commitment of participation and dates with event organizer.
2. Determine the NCWW level of participation (information distribution, formal and informal demonstrations.)
3. Request that the event be added to the Upcoming Events, to the calendar and request a banner to run a week or two before the event.
4. Establish and work within a specific budget. This amount needs to include all anticipated expenses including any giveaways, food, etc… Receipts for expenses must be submitted to the Treasurer within seven (7) days of the event. Receipts received later than seven (7) days will not be reimbursed unless previous arrangements have been made with the Treasurer.
5. Publish date and location in a Thread on the website (preferably a least 6-8 weeks prior to the event)
6. Recruit member participation. Initially request volunteers, but usually wind up recruiting.
7. Keep threads regarding this event active. Confirm member’s commitments to staff the booth and/or do demonstrations.
8. Get the video camera and projector for use in making the demonstrations viewable by more visitors to the show.
9. Get the NCWW banner and any hand-outs such as the business cards and/or brochures.
10. The Events Director is ultimately responsible for the planning, organizing and conducting every event in which NCWW is officially represented. He/she may delegate portions of the duties and/or form a committee to assist, but he/she bears the ultimate responsibility.
11. Assist in breaking down facilities as needed following event
12. Have Staff set up an album of the event
13. Follow up with a new Thread regarding the event and include photos of event if possible
14. Sent PM to all volunteers thanking them for their participation
15. Have Staff remove from Upcoming Events section when complete
16. Ask for feedback and suggestions in a separate thread following every event. Start this thread quickly (maybe even before you go to the event) to try to get most suggestions in this thread, and not as many scattered in other threads.

**Shop Crawls**

1. Solicit & publish tentative dates & region for a crawl 2-3 months prior to tentative date
2. Solicit hosts for the event. Determine the maximum number of member’s they can accommodate in the event.
3. Assign Crawl Chairman from hosts to coordinate confirmed shop locations.
4. Add this Chairman to the Shop Crawl Committee Forum so they can participate in the coordination of their event. The maximum number of participants that can be accommodated by every host needs to be determined. Additionally, the route participants will need to follow in order to visit all shops included on the crawl needs to be determind.
5. Request that the Crawl be added to the Events Calendar as soon as the date is known, preferably at least one month prior to date
6. Confirm the members who plan on participating in this particular Crawl. This list should be finalized no later than one (1) week prior to event. Chairman should contact attendees with schedule and route the week prior to the crawl.
7. Request the site Staff set up album for the event and encourage members to add their photo’s to this album.
8. Maintain an active thread regarding this event, especially as the date gets closer.
9. Have Staff remove from Upcoming Events section when complete
10. Ask for feedback and suggestions in a separate thread following every event. Start this thread quickly (maybe even before you go to the event) to try to get most suggestions in this thread, and not as many scattered in other threads.

**Picinc(s)**

1. Establish the location & date with BOD at least 4-6 months prior to event.
2. Determine the budget to include expenses for food, supplies and door prizes. Update the anticipated expense based on member participation. Include expenses for food to be grilled by NCWW members (hamburgers and/or hot dogs) at the picnic. Expenses for the event must be turned in to the Treasurer within 7 days, unless other arrangements were made with the Treasurer. The budgeted and actual amount spent for the event should be included in the Treasurer’s report.
3. Confirm location & make deposit on facility as needed. Ideally the location will have electricity.
4. Announce the date and location of the picnic as soon as the arrangements have been confirmed. Add the dates in the Upcoming Events section as well.
5. A banner should also be started closer to the date of the picnic.
6. Confirm the caterer as soon as possible, updating the actual number of attendees as the date gets closer. Be sure to find out if the caterer’s price includes any supplies (e.g. plates, eating utensils, napkins, drinks and cups.)
7. Confirm whether or not wood runs will be allowed at the site. If so, recruit suppliers to participate, and announce this information in a separate thread. The wood run sales are the responsibility of the supplier and not NCWW.
8. Ensure the Thread announcing the picnic stays active.
9. Request that a poll be set up to determine the number of members planning on attending in order to establish a head count for food purchases. Ideally this poll should be designed to specify the anticipated number of people members plan to bring.
10. Set up a thread for members to volunteer to bring food, drinks and paper products not supplied by the caterer.
11. Recruit members to assist with setup, cooking (if applicable).
12. Request members to assist with setup and cleanup, but will probably need to recruit these folks.
13. If the facilities will have the space, request members bring items they have made for a show and tell, a swap and shop and demonstrations.
14. The threads need to be active up to the picnic. They should include separate threads for the number of attendees, food/supplies, and crews to help with setup and cleanup. Additionally threads may be started for members to bring items for show and tell, swap and shop and for members willing to conduct demonstrations
15. Typically the raffle prizes will be awarded at the picnic. Threads regarding the raffle should be coordinated by the Board member responsible for raffles.
16. Request the Staff to establish album for event. Post photo’s to this album as soon as possible after the event. Encourage members who attend and take photo’s to submit them to this album, or separately in a new thread.
17. After the picnic request the Staff remove event from Upcoming Events section following event.
18. Ask for feedback and suggestions in a separate thread following every event. Start this thread quickly (maybe even before you go to the event) to try to get most suggestions in this thread, and not as many scattered in other threads.

**Calendar Contest**

1. **July** Establish prize amounts for Calendar Contest
2. **July** Confirm photo editor available
3. **July** Select the vendor to publish the calendar.
4. **July** Establish anticipated expenses and sales prices.
5. **Mid-July** - Announce Contest & publish rules & schedule
6. Request the Staff establish an album for the Contest
7. **Early Aug -** Open Contest to entries
8. **Early Sept**- Close contest to entries and begin voting. Voting should remain open 2-3 weeks.
9. **Late Sept** - Close voting & compile ballots. Confirm entries are qualified. BOD to decide winner in event of multiple entries by one member or ties in voting
10. Announce winners & publish winning photos as quickly as possible
11. **Early Oct** - Contact publisher for compilation and pricing
12. Disburse prizes to appropriate winners
13. Forward photo files to photo editor for compilation
14. **Late Oct - Early Nov** -Review compiled photos & forward to publisher.
15. Confirm pricing with the publisher.
16. Announce the pricing and the beginning of advanced sales.
17. Based on advanced sales and anticipated number of calendars to be given away, determine the quantity to be printed. Place the order with the selected publisher.
18. Mail calendars to members who paid for the calendars during the advance sales period, and others after payment is received.
19. Ask for feedback and suggestions in a separate thread at the end of the calendar process. Many suggestions will be made along the way so it would be a good idea to collect suggestions along the way. In a separate thread you might want to list all the suggestions you have already received, and ask if there are others to add to the list. All suggestions and feedback are evaluated at the end of the event.