

Appendix E: Taylor Series checklists

Taylor Series Planning Form # 1

To be returned to GMC

Taylor Series Planning Form # 2

6 weeks to one months prior to event

Taylor Series Planning Form # 3

One week prior to event

Taylor Series Planning Form # 4

Day of the event

Taylor Series Planning Form # 1

Return to GMC

Venue Information

Venue:

Capacity of Venue: _____

Contact Person at Venue:

Venue Address:

Venue Phone:

E-mail:

Directions to Venue:

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Cost of Venue:

Date Deposit Needed (if any):

Venue will provide (circle those which apply)

P Chairs

P Tables

P Slide screen

P Slide projector

P Power Point Projector

P Laptop or Computer for Power Point Program

P Microphone/ speaker system

P Other Special Arrangements with Facility:

Speaker Information

Speaker Name:

Speaker Address:

Speaker Phone Number:

E-mail:

Speaker Fee (if any):

Presentation Information

Program Title:

Program Description:

Local Sponsors

#1 Business Name:

#1 Contact Name:

Title:

#1 Address:

#1 Phone:

Donation Amount:

#2 Business Name:

#2 Contact Name:

Title:

#2 Address:

#2 Phone:

Donation Amount:

JAMES P. TAYLOR WINTER SERIES CHECKLIST #2

2009

The following is a checklist for responsibilities to be done **six-weeks to one-month** prior to your event.

TO-DO DEADLINE: Six-Weeks To One-Month Before Event

Create and Send Publicity.

Compile a list of the best local newspapers and radio stations to advertise the program and send or email to me. I will send out calendar announcements to our list of area media and your list of local media. Try to find one person to make a local flyer for the program. It is highly recommended that you have someone else review the flyer for errors before printing. I am always available to help.

Coordinate Volunteers for the Event.

The following are suggested volunteer positions. The more the merrier!

- A point person (will probably be you!) to oversee the evening and be in charge of the event. This person should not have any other roles (i.e. ticket taking) so he/ she is free to greet the presenter, and help the presenter with any last minute needs, and deal with any other logistical problems which may arise
- Ticket takers (2 people)
- People in charge of set-up (2)
- People in charge of clean-up (2)
- A person to set-up and sit at a section information table
- A person to do the welcome/introduction talk (Section president, point person)
- Several people to hang flyers in your community

If your section chooses to do refreshments:

- People to make homemade goodies or sell store bought ones! (1-3)
- People in charge of selling refreshments (1-3)

Your section may choose to let volunteers in for free, or charge them; it's up to you—it's your fund-raising event!

Confirmations.

Site: The point person should confirm the site reservation, and how many chairs/ tables will be at the facility.

Speaker: The point person should contact the speaker a couple of weeks ahead of the program to touch base. See if the speaker needs anything special (a table to sell books? Wall space for maps?) Be sure he/she has directions to the site.

JAMES P. TAYLOR WINTER SERIES CHECKLIST #3

2009

The following is a checklist for responsibilities to be done **one-week prior** to your event.

TO-DO DEADLINE: One-Week Before Event

Organize the following items for the site:

Make sure all necessary A/V equipment will be there.

This equipment will be provided by section members, the facility, or the speaker. Unfortunately, some of GMC's equipment was lost in the fire. We still have the following available that can be borrowed if needed (please make arrangements with me at least one week ahead of time so we can plan to get them to you.)

- ✓ Slide projector or..
- ✓ Laptop/PowerPoint Projector
- ✓ Sound System (we can rent one)
- ✓ Small screen
- ✓ Extension cords

Secure additional items.

- ✓ Chairs
- ✓ 4 tables for tickets, slide projector, presenter's table, GMC / Section information (each section now has their own portable display for section use. Please contact your section president to get it.)
- ✓ Change for tickets (usually about \$50-\$100 in fives and ones), and a cash box
- ✓ Sign with ticket prices listed
- ✓ Flashlight (in case you need to do something during the show!)

Secure Raffle Items - if your section is raffling anything

- Raffle items
- Raffle tickets
- Change for raffle tickets
- Signs with prizes listed (or prizes on display if you have them)

Secure Refreshment Items, if your section chooses to do refreshments

- ✓ Cups
- ✓ Napkins
- ✓ Tablecloth

-OVER-

- ✓ Spoons for stirring
- ✓ Coffee Makers (1 for coffee, 1 for mulled cider)
- ✓ Extension cords
- ✓ Food (suggested: 4 gallons of cider, 2 packets of mulling spices, 6 boxes of cookies or other baked goods, cream, sugar, lots of coffee)
- ✓ 2 tables for food and drink
- ✓ Change (only if you are charging for refreshments)

Write Introduction.

Suggestions of things to include (See example below):

- ✓ Let people know this is a Taylor Series event, linked to other events around the state
- ✓ Why it is named after James P. Taylor (I can give more info. if needed)
- ✓ Next Taylor event, location and time
- ✓ Announcements: upcoming workshops/outings/special events
- ✓ Thanks to volunteers and sponsors
- ✓ Information about your section and how to join
- ✓ Speaker bio

Example:

Hello and Welcome to the final event of Green Mountain Club's Sixteenth Annual James P. Taylor Winter Series.

This slide show event was started in 1992 to celebrate the spirit of outdoor recreation and exploration. It was aptly named after GMC's founder who first envisioned a trail connecting the entire length of the Green Mountains.

The Green Mountain Club was born from James P. Taylor's bold vision and the dedication of volunteers who started building the Long Trail in 1910 and continue today to maintain and protect the 445-mile system of trails, fondly called the Footpath through the Wilderness.

The GMC is made up of 14 Sections located throughout Vermont and the northeast (don't forget Worcester and Connecticut!) who maintain a portion of the trail as well as lead hiking, snowshoeing, bicycling, and other outings throughout the year.

The XXXX Section is hosting tonight's event. (XXX.....you can say more about your section...)

The Taylor Series is a benefit event, which could not be possible without your support and the support of local businesses including (I'll fill you in on the sponsors!)

I would now like to present (the presenter) who will speak to us tonight about (the subject)

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Speaker's bio follows here.

Scope out the Venue.

- ✓ Decide where to put the screen or how to access the permanent screen at the venue
- ✓ Is there a sound system at the venue? How does it work? Will we need to rent a sound system? If so, where should it be placed?
- ✓ Do we need to use the GMC's slide projector or PowerPoint projector? If so, where should it be placed?
- ✓ Find the light switches
- ✓ Locate electric outlets. Do you need an extension cord?
- ✓ Is there a place to wash dishes?
- ✓ Are bathrooms accessible, signed, clean and in good working order?

JAMES P. TAYLOR WINTER SERIES CHECKLIST #4

2009

The following is a checklist for responsibilities to be done **on-the day** of your event.

TO-DO DEADLINE: Day of the Event

Point Person Arrives Early.

I would highly recommend arriving at the venue 1 to 1½ hours in advance. It gives you time to unload, make sure everything in the facility is OK, and begin directing volunteers without the chaotic stress.

Set up Venue.

Set-up volunteers should arrive at least 1 hour ahead of time. The facility should be completely set up ½ hour before the program begins so that attendees can enjoy your displays, have something to eat, and find a seat when they begin arriving. Clean up volunteers should plan to be there 1 hour after the program ends.

Set Up Signage for People to Follow.

Be sure the facility is well signed, and that the entrance door and admission fees are clearly marked.

Greet speaker.

Help the speaker carry things in and set-up. Tell the speaker how things will go (i.e. who is doing the introduction, who is going to be at the light switch, who will help them if there is an A/V problem).

Start the Coffee - if your section is doing refreshments

Start at least 1 hour before you think attendees will arrive (it sounds like a long time, but most big coffee makers can take up to an hour to brew, and when folks arrive, they are usually looking for a cup of coffee!)

Clean Up Venue

Have the clean up volunteers plan on staying at least an hour after the show to clean up and return the venue to the shape it was found in.