



GOLDEN HILLS MUSTANG CLUB

How to host an event . . .

An event is any activity that you would like to organize and invite club members/guests to share.

The process:

- 1. Determine the date and check with the event calendar and a club officer. It may need to be presented to the board. (the calendar is available at the club meeting or website.)**
- 2. Get approval and present your event at the next general meeting. Provide a sign-up sheet. Club form available.**
- 3. Plan to communicate with the club and outside contacts to build member participation and support from the event location.**
- 4. Prior to the event day call/email each participant. Conduct pre-event meeting if necessary. Have an event participation/point sign-up sheet available that you will turn in to the club V.P. at the next meeting. (The event participation/point form can be obtained at the monthly meetings or from the club website).
Goldenhillsmustangclub.com, under members.**
- 5. Meet at a designated location and time. Enjoy the event -- Food, Fun, Family, Photos, and Ford Mustangs.**
- 6. Write up a news article asap and submit to the newsletter editor prior to the publication deadline.**
- 7. Present a verbal report at the next general meeting and submit the completed event participation/point sign-up form to the club V.P. (Points will only be given when this form is returned).**