

Forming an Events & Activities Committee

Building Connections in the Community

Events bring people together and create a sense of belonging. To make this happen, we propose forming an Events & Activities Committee of volunteers who will find out what the community wants and plan ways to make it happen.

Committee Roles

The committee will have specific roles to organize and run events smoothly:

1. Polling for Ideas

- Ask the community for ideas using mail, social media, meetings, and emails.
- Collect and review the feedback to find the most popular ideas.
- Rule out any ideas that are too cost prohibitive.

2. Planning

- Pick dates and times, such as weekends or holidays.
- Estimate how many people will attend based on polling data.
- Choose a venue according to the event's scale and objective.
- List the supplies needed and calculate costs.
- Decide if attendance will be free or if there will be a fee.

3. Attendance

- Decide who can attend, such as all residents, members in good standing, children welcome, seniors, etc.
- Make sure this information is clear when promoting the event.

4. Advertising

- Share event details through mail, emails, social media, meetings, and signs.

5. Overseeing the Event

- Have committee members ready to answer questions or help attendees.
- Fix problems that may come up with the venue or equipment.
- Keep the area clean and organized during the event.
- Notice and handle any disruptive behavior like drunkenness or fighting.

6. Clean Up & Tear Down

- Organize a cleanup crew after the event.
- Ask for volunteers and encourage attendees to help as they leave.
- Make sure all trash is collected and properly disposed of and the venue is left cleaner than it was before.

Conclusion

The Events & Activities Committee will help bring the community together by organizing fun and meaningful events. By dividing tasks among volunteers, we can ensure every step—planning, hosting, and cleanup—is handled efficiently.