

Chairperson Document Package revised: 3/7/23

Congratulations and Thank You for volunteering to be a chairperson for our club activities. Thank you for Stepping Up to help the enjoyment of our members. Remember – You make a difference !!

Here are the Chairperson Documents or guidelines for chairing an event. Remember, if you have any questions, concerns, or you are just not sure of something, please contact the Ex-Comm Representative who is responsible – Volunteer Coordinator for in-the-bubble events or the Events Trustee (Travel Director) for out-of-the bubble events.

1. To avoid conflicts always check the club calendar on our website before planning your activity. Please coordinate the timing and planning with the EXCOMM Rep before submitting your budget to the board.
2. If you need a rec center, the Vice President will coordinate with the Villages to obtain one. The VP will inform you of the date given to us and the cost of the rec center. Please inform the VP if you need a movie screen, video equipment, water, ice, etc. Please obtain a copy of the contract from the VP.
3. If using a rec center it is then your responsibility to go to the rec center and discuss with their staff what type of table set up you want. (Round or long tables, etc) You need to do this as soon as possible after you have a date, time, and rec center assigned for the event. You will need a copy of the table layout in order to sell tickets. The EXCOMM rep can help you with this.
4. If using a bus for out-of-the bubble events, you will need to coordinate this with the Events Travel Director who will contact bus companies and negotiate a price.
5. If you need entertainment, work with your Ex-Comm Rep to decide on music for the event. Contact music chair (Sandi Senator ssenator@comcast.net) for prices before making your recommendations to EXCOMM. Music Chair will contact the entertainer and inform you of final price. Please do not negotiate with entertainer yourself. (NOTE: the same entertainer may not be used more than two (2) years in a row for the same event unless approved by EXCOMM.) Please obtain a copy of the contract from the Music Chair.
6. Tickets for all events must be on sale approximately 60 days prior to the event. Therefore, all associated paperwork needs to be submitted for approval before the EXCOMM meeting prior tickets going on sale.
7. You will need a flyer for the event. If you need help with flyers contact Gypsy Titus at gypsygewells@gmail.com. Be sure to state NO-REFUNDS on the flyers. Flyers need to be submitted to the EXCOMM Rep prior to EXCOMM meeting before tickets go on sale.
8. You will need EXCOMM approval of your plan and your budget. You will need to submit a budget to EXCOMM prior to the EXCOMM meeting at least 60 days before the event tickets go on sale. A copy of the budget sheet is required to be provided to each EXCOMM board member. Currently there are nine (9) EXCOMM members. A copy of the budget form is

enclosed with this package. Call the Treasurer to get the cost and the number of tickets to be sold.

9. When possible, budget sheets, flyers and other supporting documentation should be emailed to EXCOMM members at least 48 hours prior to the meeting.

10. Any contracts must be submitted to the President at least two (2) weeks prior to your request for budget approval.

11. In order to have this put on our website, you will need to submit a website form to the EXCOMM Rep at least 2 weeks before tickets can go on sale online. This information will then be given to the Media Trustee for posting to our website and to our webmaster to set up ticket sales.

12. When making up your budget and expending funds remember that it's not your money. The money belongs to the club members, so spend wisely.

13. Caution!!! Per our Standard Operating Procedures (SOP) no chair may profit or accept remunerations, discounts or compensation, unless specified in a contract with our club and approved by the EXCOMM (see SOP for details). Always make sure to keep the EXCOMM informed of changes of plans and potential budget overruns.

14. When food or drinks are being purchased for your event, make sure you have a written understanding between you and the supplier on the price, including the tax, and tip. Our Treasurer can assist with contract and budget questions.

15. Chairs planning events at Recreation Centers are reminded that all hours at Recreation Centers are billed to the club and must be included in your budget. This includes band set up and tear down, caterer arrival time, decoration time and clean up time. The Vice-President will negotiate price and contract with the Rec-Centers.

16. We have many items in our storage shed. To check, store, or retrieve supplies from our storage shed contact Carolyn Barger, Shed Manager, at 352-259-2758. It is important to check for needed supplies early in the process. When needed items are not available from our current inventory, it is important to find the most cost-effective supplier to meet your event needs.

17. For events and parties that have table assignments, the table chart must be reviewed by the board at an EXCOMM meeting prior to any seats being assigned or tickets being sold. EXCOMM seating assignments will be determined at this time.

18. Ensure that the members keep their ticket for events with assigned tables to be able to verify that they are in the correct table during the event. For a list of attendees and their seating assignments contact the EXCOMM rep prior to the event.

19. For printing please contact Johnna Dieleman, jlou4u@aol.com or 352-255-2945. She has the club printers both color and black and white and will fulfill your printing needs. Any other posting and or printing requires EXCOMM approval.

20. If you need trucking assistance contact The Ex-Comm Rep responsible for the event.
21. A Wrap-Up sheet must be submitted to the EXCOMM rep, and receipts for all expenditures must be submitted to the Treasurer, within 30 days after the event. Please annotate the receipts with the event name and exactly what was purchased. The Treasurer will be able to give you the number of tickets sold and the net amount.
22. Review the By-Laws and the SOP on our web page and the excerpts provided in this package.
23. Please review the SOP for the criteria for assigning volunteer Parrot points.
24. For help in obtaining volunteers contact the Volunteer Coordinator.
25. It is up to you to determine how many volunteers you need. You are encouraged to utilize as many volunteers as you can within reason, but you have the final say of how many volunteers you use. If you use a volunteer signup sheet, ensure volunteer's names are legible. Please – open it up to all members of the club, not just your friends. It is better to have more help than needed than to not have enough.
26. Volunteer hours / Parrot points should be submitted to the Volunteer Coordinator by email. Volunteers should be listed in alphabetical order by last name. Volunteer names with hours and/or points must be submitted to the Volunteer Coordinator no later than the end of the month the event is held.
27. Parrot points for Poker Run basket donations: a. One point per basket except in the most unusual cases. b. Must include a new or new quality reed / wicker basket. c. Should have a theme such as "French Wine", "Foreign Beer", "Back to the Beach", "Picnic", etc. Must be of a value to exceed \$100 retail (including the basket) e. Must be ready to be wrapped in cellophane for display. The basket may, but is not required to be, wrapped in cellophane when delivered to the committee. f. Should include a bow color coordinated with the basket and contents. g. The Basket Chairperson may waive the above requirements for donations with a major "WOW" factor such as a "Margarita Bar", hand carved Parrot, etc. so long as the quality and value are maintained. G. There must be a list of items within the basket submitted with the basket.
28. For events requiring security contact our Event Security Officer.
29. For those events / ticket sales that require membership verification contact the Membership Director for a membership list.
30. There is no such position as Co-Chair. There is only the Chair, the **assistant** Chair and others. An exception has been made for the Chili Cook Off. You are in charge of the event. Be in charge. It is always a good idea to pick someone as your assistant chair that you can "show the ropes" to, and help them become a chairperson in the future.

31. We want you to make the necessary decisions yourself within the provided guidelines, but if you have issues you cannot reasonably resolve do not hesitate to contact the EXCOMM rep or any board member. We are here to help you succeed.

32. Remember the words in our code of conduct: treat fellow members and guests with respect. You as the Chair are the leader and you need to set a positive example by demonstrating the very highest of standards.

33. The following forms are located on our website under “documents”. Please utilize them in coordinating your event.

Entire Chair package

Event Budget Sheet

Event Wrap-Up Sheet

Website form

I know this seems like a lot of information for you. We are all here to help you and once you have done one event you will see it is really not too difficult. We all wish you the best of luck with your event and you deserve all the accolades. Thank you for helping keep us the best social club in the Villages.

Budget Sheet for The Villages Parrot Heads Activities/Events

Event: _____ Date: _____

Chair: _____ Phone: _____

Place of Event: _____ Time: _____

Additional Information:

Income [Estimated]

Number of tickets to be sold _____

Ticket price _____

50/50 _____

Baskets _____

Other Income (list) _____

Total Income _____

Expenses [Estimated]

Room rental _____

Ticket program charges _____

Food Total _____ [Tax: _____ Gratuity _____]

Drinks _____

Entertainment _____

Supplies & additional Printing _____

Decorations _____

Other (list) _____

Total Expenses _____

Amount requested from The Club _____

Presented to EXCOMM for Approval : date: _____

Amount Approved _____ Signature _____ Date: _____

Signature of Activity/Event Chair: _____

Original copy to Treasurer...Please make a copy for your records.

Wrap-up Sheet for The Villages Parrot Heads

Activities/Events

Event: - _____ Date: _____

Chair: _____ Phone: _____

Place of Event: _____ Time: _____

Income:

Number of price of tickets sold: _____

Other income (list) _____

TOTAL INCOME: _____

Expenses:

Room Rental: _____

Printing: _____

Ticket Program Charges : _____

Food: _____

Decoration: _____

Entertainment: _____

Misc. List: _____

TOTAL EXPENSES: _____

Original Amount requested from club: _____

PROFIT/ LOSS: _____

Attach all receipts for incurred expenses. Inventory all unused items (napkins, plates, decorations etc.) and give the report and items to the EXCOMM member in charge of your event. List all member volunteers along with the number of days /hours worked on a separate sheet of paper and attach to this report. Email this list to the Volunteer Trustee no later than 30 days following the event. List all receipts paid for by The Club prior to the event: