



Hosting an Event Responsibilities

What do I do now? Common Dos & Don't questions??

1. **What do I do first?** You will need to pick an event & choose a partner or do it alone
2. **After I choose what I want to do what's next?** Next you will need to decide on the details [date, time, where, cost, & what you will do]
3. **How do I pick a location?** Picking a location depends on your event:
 - a) Consider the size of the group
 - b) banquet or each guest pay their own lunch
 - c) contact the facility and make your reservations
 - d) always get the name of the person you set it up with
 - e) be sure to call back facility [1] week before with your final head count
4. **Do I need LIW?** Your choice if you will need LIW [ask QM] a 50/50 gal or a photographer [Joanna C & QM] LIW are available for most all events. It helps make your event run much smoother.
5. **Do I need to give these ladies anything for their help?** SB members volunteer to support our chapter. No need to give LIW anything but a BIG thank you goes a long way. 😊
6. **Can my event be open to other RH chapters?** Yes, you decide if you want the event to be open to other chapters or just SB
7. **Do I make up the flyer?** Yes, you need to make up a flyer with SB name at the beginning and include: all details about your event, be sure to put on flyer "RHS Supporting Members" Membership card required, [only if open to other chapters] "wear your RH Colors" ["CC" SOC" "FC"], no refunds, but transferrable, note the name of the event on the flyer, and add the "form"


at the end to be filled out by the attendee. [if open to other chapters] This will help you if you need to contact the RH lady for anything.

8. **What do I do with my flyer?** Email/fax it to QM first & then after you can send it to all RH ladies in SB- QM can email it to other chapters if you want and pass it out at any events you attend queenmumdebb@gmail.com
FAX:[562]683-3000
9. **Do I decorate?** That is up to you. You can, just add a few decoration costs into your budget and decorate. It's your choice.
10. **How do I know how much to spend on my expenses for my event?** Set up a budget for the supplies and decorations based on the size of your tables and or room. Decide whether you are doing individual goodie bags for each lady or raffle prizes or one Door prize. Remember no prizes are necessary for any event only if you choose to have them. Be sure to include the cost of your prizes and other expenses in the cost of the event. You can sell raffle tickets for raffle prizes if you have a larger event. Decide whether you want to have a dessert. Be sure to keep track of all you're spending. Include these costs to include in the admission price of your event.
11. **How do I keep track of members coming?** Decide who will gather RSVPs. Write up an RSVP list or do it on your computer and mark off as each pays. Start a waiting list after you are full. Take RSVPs & collect \$\$\$ - if other groups: be sure to get the RSVP RH ladies email or phone number and the group they are in.
12. **What happens if someone cancels?** SB policy is no refunds, but their seat can be transferred to another RH lady. There are no refunds. Of course if its way in advance and there are special circumstances use good judgment or ask OM.
13. **Is there a waiting list?** Yes, either you can start one once your event is full or ask QM.
14. **How do I handle the "transferred seat?** The transferred seat takes place between the RH lady that paid and the RH lady on the waiting list. They get reimbursed by the new RH lady and then be sure to tell them that they need to notify you the name, membership #, and group name of the new RH lady attending.
15. **What do I do with the collected money?** This pays any fees at the venue or to reimburse you for your costs. If you have a 50/50 then those funds go to the winning lady and the other ½ to SB. Keep a record of all the monies



collected. You can put it into a zip bag and be sure to keep track of who paid and who owes. Refer to your RSVP list.

16. **How long do I wait for a member to pay?** All members should pay within two weeks of their RSVP. If they do not send them an email that they need to contact you within a few days and tell them that their seat will be given away. This is according to SB RSVP guidelines
17. **What if I have money left over from my event?** Any monies left over from any event should be donated to the chapter funds for future expenses and website fees and deposits paid in advance; or if enough to fund a chapter paid event.
18. **What if I have changes to my event?** Be sure to let QM know of any changes for our website to be updated.
19. **How early should I get to my event?** Arrive at last ½ hour before your event begins, unless you have a large event that will demand more time to set up.
20. **What should I bring to the event?** Bring your roster to the event to check off your attendees, decorations, prizes, candy, scissors, tape, tablecloths and make up an agenda to make it easier on you to remember how the day will go.
21. **Where can I look for event suggestions?** Check on our website for more ideas and hints of how to have a successful event on our NEW “Event Hosting” page
22. **Is there a list of event ideas?** Yes, we have a “Red Board” link on our “Events” page that has suggestions for events
23. **How large should my event be?** It’s your choice, they can be as large and extravagant or as small & simple as you prefer. From a simple breakfast or lunch to a *Game Time Day*. You choose.
24. **Do I have to have prizes and dessert/candy?** No. Prizes & dessert/candy are not mandatory. If you choose to have them they are your responsibility to buy, so be sure to add extra dollars to your admission fee, usually adding a few dollars will cover your expenses
25. **How much should I spend on a Prize?** \$5.00 -\$20.00 per prize, depending on the event. Or a silly prize or gift card. They do not always have to be RH gifts, think of something that you would like to receive, you can also check online with vendors as sometime they sell small things in bulk. Gift cards to restaurants are a good choice too.

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26. **How many prizes should I give out?** If you are having prizes a good “rule of thumb” is to average 4-5 prizes per 30 guests, too many and it is not appreciated, too little and guests feel cheated, offering 50/50 helps balance it out too. If you have 10-15 guests maybe [3] prizes.
27. **Should I choose to host an event myself or with another RH sister?** It is your choice. If you choose to do it with another RH sister, be sure to communicate with each other and remember to have fun, hosting should be a team effort.
28. **What if the RH sister I am hosting with does not want to do anything?** If you are having problems with the RH sister you chose to partner with, choose another. Be sure to communicate with your partner how you feel and why you are choosing another RH lady to partner with. Also, tell QM of the changes.
29. **What if my partner goes over our budget?** If you or your partner overspends for supplies and/or prizes it will be your expense. Be sure to discuss this with your partner in the beginning so each is aware. Or offer a “door prize.” This can be something nice that members can buy tickets to win. This can be anything like guessing much candy is in the jar, something baked, something handmade, or ? the ideas are endless.

Be sure to have fun!

Thank you for hosting a SB event,

QM Debb