

***Greater Muskegon Woman's Club
Event Planning Procedure***

Thank you for Chairing an Event for GMWC. Please feel free to contact the Activities Chairperson at any time if you have questions or concerns. If the event has a history, there may be additional information that can be provided to you.

There are a few important points of information below:

If you are doing a raffle, please go to the website Michigan.gov/cg to receive approval, which may take an estimated 3 months.

Keep accurate records on the documents provided. Expenses that are not on your report must be turned in within 90 days or will not be reimbursed.

We do not have a fund available for each event. Please make sure that your expenses will not exceed your estimated income. Please do not accept gift cards as an "income" donation, however; they may be used as a prize or silent auction item.

Please keep financial information regarding the event confidential until they are reviewed by the Board.

Please form a committee and remember to thank your committee members as well as all volunteers that will help at your event.

Please remember our policy that food may not be prepared in the Clubhouse. If you are charging the public for food, it must be prepared in a licensed kitchen. If the food is free, please use signs that it has been prepared in a private home. If you have any questions regarding this matter, please feel to contact the Activities Chairperson.

Please print the documents for your event:

- Event Planning Procedure
- Committee and Volunteers
- Media List (Please also forward information to Loribeth Clark for the website)
- Donations Summary Report
- Activity Proceeds (Silent Auction, Drawings, etc.)
- Cash Handling / Collection of Monies at Events
- Income Accounting Form
- Expense Accounting Report Form : Disbursements
- Cleaning Responsibilities
- Event Summary Form
- Check Requests (Prior to the Event)

Please make 3 copies of your completed forms after the Event. Submit a copy of all completed forms after the Event to the Activities Chair, a set of copies for yourself, and a set of copies to the Treasurer with your proceeds.