**Steps for Holding an IEEE Social Event**

**Version 1.0, 2014-03-14**

**In preparation:**

* Have Excom choose format for the social including activities, identify costs and payments
* Date and location, make reservations as needed
* Arrange for food and beverage (accommodate for vegetarians, glucose-free, food restrictions), and materials for activities
* Enter meeting into IEEE vTools, and send notice to members with RSVP and deadline (sell tickets?)  
   -> Include food preference/restrictions in RSVP
* Confirm reservation numbers
* Assign individual volunteers for set-up, clean-up and other tasks required for the event

**On day of event:**

* Acquire food and beverage as needed.
* 1 hour before: Setup meeting space
* When attendees arrive: Greet, collect tickets or payments. Name Tags.
* At meeting time: Welcome guests, introductions and present schedule or activities
* Optional activities:
  + Get acquainted exercise
  + Games
  + Door prizes
  + Awards presentations
  + Entertaining speaker or show
  + Competitions
  + Cook it yourself / Covered dish / Cook-off
  + Other?
* Thank attendees and invite to future activities/events
* Clean-up
* Settle financial arrangements.

**Later – after Event:**

* Send a thank you to attendees with invitation to future events.
* Thank host/venue
* Report attendance in vTools.
* Settle and reimbursements to volunteers
* Discuss successes and problems at Excom meeting

**History**

2014-03-14 - Original