

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

ROADHOUSE COMMITTEE

Ad-hoc Committee

Calendar

5 months ahead

Confirm theme, date, location

Select & ask guest of honor, Master of Ceremony

Identify committee leaders for entertainment, food, decorations, silent auction, others.

Reserve hall

4 months ahead

Letters to corporate sponsors (including grand prize if applicable)

Firm up menu & pricing

3 months ahead

Begin planning entertainment

Begin planning decorations

Print tickets

Make silent auction requests to businesses

Begin soliciting silent auction donations from individuals

Create auction donor spreadsheet

Invitation letter to associate members & last year's attendees

2 months ahead

Continue soliciting silent auction donations

Article in museum newsletter

First press release w/ date & theme, guest of honor

Begin working on costumes for greeters

Firm up entertainment

1 month ahead

Distribute posters

Arrange to borrow decorations, tables, cloths, serving stuff

2 weeks ahead

Press release w/ photo & feature of guest of honor to paper

Publicity to radio stations

Scanner ad

Firm up evening's timeline

Confirm special guests that will be attending

Set up program

Assign board members as hosts for sponsors

Week of

Order boutonnière or corsage

Auction bid sheets

Finish and copy program

1 Day Before

12-4pm Set up tables, stage, decorations, sound system

12-4pm Mock up the silent auction at the museum/plan to move items over to hall
next day

4-5pm Dress rehearsal for entertainers

Day of Event

1-3pm Finish set up

Move auction to hall

Day After

12-2pm Clean-up, return borrowed items, clean floors

Week after

Wrap up meeting with committee; Set date and theme for next year

Deposit income

Finish paying bills

Net profit reports

Thank yous

Letter to Editor

Press release with photographs of event

Committee Responsibilities

General

Set-up

Get key from Eagle's hall member

Give group two days for set-up.

Arrange for stages, hall to be open, tables & chairs

Hall arrangement & considerations

Reserve hall early

Decide on membership/museum promotion table

Lighting—turn up lights from 6:30-7pm as participants are milling about, then turn down when program begins (signals people to sit down).

Consider having "door men" to help elders if icy conditions

Sound system/s & microphone/s

Clean-up

Make sure to check on location of cleaning supplies (if applicable) for hall.
Get keys from Eagles Hall member.

Publicity

Poster creation & distribution
Invitation to associate members
Press release & photos before event
Radio, scanner ads
Newsletter article & advertisement
Send our own press release and photos after event

Guest of Honor

Ask Guest early—in person and confirm with a formal letter
Get a written bio to read & publish in press release
Order boutonniere / corsage
Assign a Host (board member who will be seated with them)
Arrange for transportation if necessary
Create & frame a certificate
Reserve a seat for dinner

Entertainment

Master of Ceremony

Select early
Write talking points (historical and/or museum & event information, thank yous to read from stage, recognition of special guests – sponsors, VIPs, elected officials)

Board President remarks—related to theme, special thank yous

Remarks (about the historical theme)

Music—live and background

Skit/s

Main attraction

Arrange for AV equipment if necessary

Sponsors

Identify potential sponsors, contact, and send request letter
Assign board member hosts (who will be seated throughout event)
Reserve seats at dinner
Make sure they get thanked during event & after by letter

Tickets

Arrange for ticket printing, sales, and tracking
List of ticket-holders at front door during event
Review policy on discounts
Review policy on pay-at-door (do not allow...pre-pay a must in order to hold tickets)
Consider selling "tables" along with individual seats
No free ticket for press
Guest of honor gets two comp tickets

Any half price tickets for volunteers or staff MUST be purchased 2-4 weeks in advance.
Employee spouse pays full price
Consider setting up an extra table for "rotating/on-call" volunteers & staff.

Hostess/Greeter

Hostess/greeter in costume sets the mood and hands out programs. Helps people get oriented to the evening.

Auction

Needs 2-3 people

M.C. or board member should "feature" items from stage during evening—develop list of items to be featured.

Program--Use standard format; Include poetry, evening schedule, silent auction, thank you, sponsor logos.

Consider smaller area for baskets (mini raffle)

Sell a small trinket for a chance to win a prize

Set up other fund raising options

Use grand prize differently in 05

Use more historical photographs

Thank yous

Sponsors

Wrap up letter with successes, photo sheet, program, and copies of newspaper coverage

Silent Auction Donors

Tax letter

Include in published thank you to newspaper

Volunteers/supporters

Include in thank you to newspaper