**Tips for Chairing Events**

*Any questions? Contact the membership secretary, Aaron Ren (‘22-’23).*

**Reminders:**

1. Event write-ups are due **3-4 days** after the event has occurred.
2. For weekly events, the write-up is due on the last day of the month.
3. Lock your write-up when you finish it, so the membership secretary can enter it.

**Checklist**

***Before the event***

* **Gather information from your contact person**
  + Where and when will the event take place?
  + How many volunteers are needed?
  + Is there an age requirement? + additional details
* **Communicate with the other chairs**
  + Make sure you can contact the other chairs and coordinate together for your event!
* **Collect sign-ups**
  + Use [SignUpGenius](https://www.signupgenius.com/) to create your online signup. Please include at minimum the following information:
    - **SignUp Page**: Event name, chairs, date, and location.
    - **Volunteer Information**: First name, last name, some form of contact.
  + Then, [send the signup link to our Vice President](https://docs.google.com/document/d/1kSdJpJY-wSGwx057mlJYIURUHTX8BRcogk-g6xz2Qdc/edit?usp=sharing), Joshua Lin, so that he can create a scannable QR code page for your event.
    - *You may also create your own QR Code page, just make sure to print it and put it out before the general meeting.*
  + If you would like your signup to be listed on our website, [contact our webmaster](https://docs.google.com/document/d/1kSdJpJY-wSGwx057mlJYIURUHTX8BRcogk-g6xz2Qdc/edit?usp=sharing), Demetrius Profic.
  + Advertise your event at general meetings to get your ideal number of volunteers. Chairs will be expected to advertise their respective events.
* **Regularly attend board meetings to share event updates**
  + You must have a representative at every board meeting to update us on your event!
* **Keep volunteers up to date**
  + Before the event, contact volunteers 3-4 days in advance with details of your event.
    - Give an additional reminder one day prior.
  + Confirm with volunteers that they will be attending.
    - They should let you know whether or not they’ll show up.

***During event***

* **As a chair, you must be there at the event, and not only that, but be there early.**
* **Do whatever the people in charge need tbh.**
* **Make sure all volunteers show up! Keep track of who does!**
  + You may deduct points for absence/lateness (at your own discretion)
* **TAKE PICTURES**
  + [Email them to our wonderful historian](https://docs.google.com/document/d/1kSdJpJY-wSGwx057mlJYIURUHTX8BRcogk-g6xz2Qdc/edit?usp=sharing) (**Mina Kim**) or upload them to the [pictures folder](https://drive.google.com/drive/folders/15D3oNiwRFswFgwmAJWVRSNoi7ZGopraW?usp=sharing) (create a new folder for your pictures, please!)
  + **No pictures of children’s faces! Thx.**

***After event***

* **Fill out the write-up form!**
  + Go to the write-up spreadsheet, go to the ***Writeup*** menu (at the top) and click ***Create a New Write-Up***.
  + If it says ***Authorization Required*** click ***Continue,*** log in, click ***Advanced,*** click ***Go to Writeup Spreadsheet (unsafe)***
    - **This is a script developed by the club itself, and therefore is perfectly safe!**
    - *If you have concerns, contact the membership secretary, refer to the* [*script documentation*](https://docs.google.com/document/d/1hpH-V60q-luhp5fZh56dE38z2cpHh9X_LR8iCs8ASQo/edit?usp=sharing)*, or* [*see the source code here*](https://github.com/Pandakidz2/DulaneyKeyClubScripts)*.*
  + Fill out all parts carefully!
    - **Fields you must fill out**: Event Name, Date, Time, Chairs, Location, Volunteer Points.
    - Notice the right-hand column. If a warning appears for a given volunteer #, please double-check the volunteer’s name.
      * *A warning means that the given volunteer name was not found as a registered member.*
  + When done, go to the write-up menu and click ***Lock Write-Up***! This will notify me that you are done!
  + If you have any questions about the write-up process, contact our membership secretary, Aaron Ren.
* **Do it all over again :) Keep on chairing.**