

Fells Event Planning - General Procedures

- Form a committee for the particular event. It may just be two or three people. Start planning at least two months in advance if possible.
- Select a date that is convenient for the members of the committee, doesn't conflict with other neighborhood events (see website calendar) and for which the clubhouse is available (check the calendar on The Fells Connection website or call or email Jenna at (603) 228-2151, Ext. 310 or jardine@foxfirenh.com). It is impossible to find a date that works for everyone so just pick the best date you can. Communicate with the board about the date so that it can be placed on the website calendar and coordinated with other events. You can email the board at theboard@thefellsconnection.org.
- When the date is secured, an entry code will be sent to the person reserving the clubhouse. The code will be good for the day of the event only. If you need other access to the clubhouse, contact Mike Ronayne: webmaster@thefellsconnection.org.
- One, two or three email messages may be sent to residents (save the date, invitation, reminder) or they can be combined with other messages being sent by the Board or another committee. Contact Elaine (for social events) or Kay (for program events), providing them with the information that should go into the email messages.
- Publicizing a specific event may simply require notification of members of the community (for example, weekly pool-side gatherings like Thirsty Thursday) but for other more structured events, the publicity should usually include a request that people contact the committee if they plan to attend. This helps the committee with planning.
- The committee should decide if they want to reach out individually to new residents who may not be registered on the website or others. Decide who should do this.
- A flyer should go up in the mailbox area announcing the date and any sign-up deadline and directing people to the email for details. This is particularly helpful to residents who don't check their email as frequently as others.
- One person should be responsible for receiving and, if necessary, responding to sign-ups by email. If it is an event for which participants will sign up to bring something (for example, a brunch), decide on how to record people's preferences and balance the items brought, and who will confirm donations with participants. Expect last-minute changes and do the best you can to accommodate people's preferences and needs.
- *General Guidelines:* The general guideline for clubhouse use is to take note of where things are before set-up and return the clubhouse to its original condition at the end of the event. Take away all leftovers unless specific plans are made for their use. Make sure that someone is specifically in charge of checking the cleanup, turning out lights, turning down the heat and making sure the door is locked. Additional items to consider:
 - Tables and moving furniture around
 - There are folding chairs and tables in the closet on the left as you enter the clubhouse.

- The tables and chairs in the clubhouse are heavy and may need several people to move them. The less we drag things the better!
- Leave the kitchen clean and vacuum or wipe any spills on the carpet.
- Use of paper and other supplies: Paper towels and trash bags are available for community events and can be found in the cabinets or in the closet. Dish soap and dish towels can also be found in the cabinets. Please wash towels if needed.
- Remove any trash.
- Heat settings: Heat should be set to 55 degrees when leaving in the winter and 78 in the summer.
- Use of television: The television can be used to watch network stations or DVD's, but currently (March 2017) there is no way to use it to show computer-based presentations. If you need presentation equipment, contact Elaine (for social events) or Kay (for program events).
- Nametags have been made for all residents and hang in the back hallway of the clubhouse. Use of nametags is encouraged to help residents learn (or recall) each other's names. If anyone needs a new nametag (new residents or others), contact Barbara Chase.
- Evaluation and documentation of the event
 - The committee should record in writing the steps taken to plan, publicize and run the event. For recurring events, this may already exist. Make notes about any problems encountered and any suggestions for the next same or similar event.
 - Share the information with Elaine (for social events) and Kay (for program events).
- Congratulate yourselves for contributing to the vibrancy of our community!