



WOMENS CLUB OF GLEN RIDGE

EVENT PLANNING GUIDE



Thank you for volunteering to chair an event!
These procedures will help to make your task easier.
Please take time to familiarize yourself with the
information enclosed herein and customize your plan
accordingly.

JUNE 14, 2016

Planning Your Event: Make a timeline that works for you and ensures that you will be able to get everything completed on time! This document provides you with a suggested timeline. Items in **bold type** (except headings) refer to standard names of forms used by the Club that you will need to use as you plan your event. This document outlines the procedures necessary to plan and ensure a successful event.

For fundraising events where a corner sign is needed for advertisement, contact the Town Hall, in person, to see if there is availability for the corner sign. You can have the corner sign for two weeks prior to the date of your event so if there is availability, reserve a space for two weeks before the event. Remember: make the reservation as early as possible. As the calendar is established by September of any given year, contact Town Hall immediately to reserve the corner sign board once your date for the event is set.

WHEN	TO DO	OTHER DETAILS TO PREPARE
<p>Summer, Fall, or ASAP</p>	<p>Prior to planning your event, review the Club Event Requirements document (see Exhibit A). This document outlines the things you will need to consider and/or address for your event. Check with the Club's Office Manager ("Office") to ascertain the availability of the date for your function. If it is a Monthly Meeting event, it is already established and is listed in the Club's Green Book. Recruit Committee Members.</p>	<p>Barter & exchange with others for help! Ask friends (their friends)! Check your file folder in the Office for new members who have indicated interest in your Department or Committee. You will need to establish a budget for your event. The budget needs to be submitted to the Finance Committee at least two (2) months prior to the event. Events should at least break even except those that are fundraisers (they need to hopefully meet their target).</p>
<p>12 WEEKS BEFORE</p>	<p>Schedule your first committee meeting; give two (2) weeks' notice to your volunteers. Let the Office know when and where you want to meet, and if you would like any coffee, tea, or water set up.</p>	<p>Get ideas for the theme, speakers, food, raffles, décor, etc. Browse the linen closet and all other storage areas for available items for inspiration. Research vendors and food costs. Discuss article/promotion for Signpost.</p>
<p>11 WEEKS BEFORE</p>	<p>Type up an Agenda for the meeting, and print a copy for everyone attending your meeting. Check with the Office for any potential conflicts with your Set-up time, linen and supplies availability, custodian help, Signpost deadline, etc. Make copies of the Check Request/Requisitions Forms. These are online on the Club's website (see Exhibit B). You can download copies from there. Copies may also be obtained from the Office.</p>	<p>Agendas should address every detail of the event - from prep to cleanup. Make as many copies of the Check Request/Requisition Forms as you think you will need for your committee to distribute at the first meeting for the event. Share your budget with your Committee and remind them they should not vary from the budget to avoid cost overruns. Please advise committee members that they must provide a list of items purchased along with the receipts for all items. Be sure to give anyone on your committee who will be purchasing items for the event, the Club's tax exempt form. Not every store or vendor accept the form but every attempt should be made to use the form. The Office Manager should be advised of the stores/vendors who do not accept the form so that a list can be made.</p>

10 WEEKS BEFORE	Committee Meeting: As you check off every item for discussion on your Agenda, collectively determine and commit the roles and responsibilities for every volunteer. Define and name your event. Appoint an event photographer. Distribute Check Request/Requisition Forms .	Immediately following your first meeting, confirm all the commitments that were made, and send a copy via e-mail to everyone on your committee. Request acknowledgement of your e-mail, and progress updates.
10 WEEKS BEFORE (or as soon as possible)	Present a Budget Worksheet Form to the Finance Board for approval. Have vendor contracts for approval and signature and the Social Affairs Permit State application if you are selling liquor to non-members. A Budget Worksheet Form is in the Office and online.	Use the Social Affairs Permit Application attached herein in Exhibit C or you can request a copy from the Office. Fill out the form (samples of a completed form are attached as Exhibit D). Once completed and duly signed, the application in addition to a check for \$100.00 is taken to the Town Hall. The Town is responsible for getting a Resolution for the event. Approval takes four (4) weeks so plan accordingly. Get any vendor contracts as necessary. Take these to the Finance Meeting also for signatures, they meet on the second (2 nd) Tuesday evening of each month. Ask the Office Manager to advise the Finance Chair and put you on the Agenda.
8 weeks before event	Submit Publicity materials to the Office. Signpost article , links to speakers website, flyer, poster, etc.	Submit a "Save The Date" if your event is not finalized by the minimum 6-week deadline. Press releases for newspapers and flyers for social media are included in this deadline. Check with the Office Manager or the Signpost editors as to the specifications that may be required for the format of your flyer for the Club's website or Signpost. There are also specifications for advertising on the Town's or Schools' websites. Be sure to inquire so that you will be able to comply and get the necessary publicity.
7 weeks before event	Absolute deadline for Publicity materials.	The Flyer can be the same as your Signpost article, or include color graphics. Print out flyers for publicizing at other in-house club events if you like.
4 weeks before Event	Submit to Office: Club Event Requirements Form .	The Club Event Requirements Form and room diagrams are online and in the Office. For Online access: ask the Office Manager for the password. If you need to use the Club's audio/visual equipment, you will need to review the technology/system to be sure it is working and is ready for your event.
2 Weeks before Event	Check in with your committee to confirm all systems are a go!	If you need <u>Petty cash</u> for the event night, please make sure you inform the Treasurer so that the cash and cash boxes can be obtained and ready for the evening event.
Event	Set-up and execute Event as planned.	Get the Petty Cash and cash box(es) requested. Good luck with your event!!!!

		Ask your volunteers for the tally of their expenses, for your records and future planning.
After Event	<p>At close of event, all monies should be tallied and turned over to the Treasurer or Assistant Treasurer. In their absence, the money should be locked in the Club office.</p> <p>Event Chair is responsible to collect all requests for reimbursement and submit with the updated Event Budget Worksheet reflecting the actual financial data for the event. Please submit to Treasurer's box in the office.</p> <p>All table linens must be laundered and returned to the linen closet in a timely manner, within one week of the event.</p>	<p>Vases, votive holders, and all table toppers should be returned to the storage area in a <u>clean manner</u>. Please be sure that the items that belong to individuals who helped with the event are returned to the appropriate owner.</p> <p>Event photographer should submit all photos to the office.</p>

PROCEDURES, DETAILS & LESSONS LEARNED

The Event Committee

There are many club members who have expressed an interest in helping you, and would be thrilled to be included as a part of your committee. They may have friends who may want to help also! The first thing you need to do is check your folder in the Office to see if there are any new members who are interested in your Department/Committee. Also ask around, spread your excitement! Next, send an email to all prospective committee members and find out what their availability is for a meeting in the next two or three weeks, and if they are available for the event. Once you have heard back from everyone, or you've called them to see if they got your email, schedule a meeting that works for the majority within two weeks. If somebody cannot make this meeting just find out what they are interested in helping with, ask their permission to assign them a task, and keep them in the email loop! Let the Office know where and when your first meeting is scheduled, and if you will want a coffee/tea/water set-up.

Notes:

Your 1st Meeting Agenda

At your first meeting, it is strongly recommended that you have a written Agenda for everyone to follow and on which to make notes. The agenda must cover every detail for discussion from the theme, food, beverage, time, place, décor, music, lighting, vendors, publicity, cost, set-up, check-in, raffles, etc., through the clean-up. As the Chair for your event, it will be an easier road if everyone is on the same page and can see what is needed by way of your printed Agenda. Roles and responsibilities can be easily recognized, and your

volunteers can decide what they are most comfortable committing to. If no one commits to a particular task, let the committee decide on an alternate course. Schedule a next meeting only if necessary, otherwise ask everyone to update you with progress or problems on their various tasks.

Notes:

Event Publicity

Once you have your event details and budget approved by the **Finance Committee**, (it meets the second (2nd) Tuesday evening of each month), you have several ways to publicize your event.

- 1) Ask your Signpost volunteer to write an article for the **Signpost**. You will need to approve this copy at least two weeks before the Signpost deadline, and then send it to the office for the Signpost chair(s) promptly. This should be in Black & White for print and Color for the Club's website.
- 2) Five (5) weeks before your event: submit a **flyer for the Website** with vital details such as the Event Title, time and place, cost; you can design something colorful and graphic and a link to the Event as published in the Signpost can be read there! Send this to the Office.
- 3) Publicity through social media and newspapers is used for events open to the public. Submit any written description of your event to the Office, with links to speakers, etc., at least five (5) weeks prior to your event.
- 4) The corner sign is only used for events open to the public. The Club's preferred company for signs is The Sign Post located on Broad Street in Bloomfield. The cost is \$98.00 for a sign. The Club has an account there, is billed directly and we are not charged sales tax. Please contact the Sign Post for specification of acceptable file format and resolution for any signs. Additional detailed information about the preferred corner sign print shop (cost \$98 +/-, add this to your budget) is in the Office. You will need to reserve a time slot at Town Hall to have it installed and displayed free of charge. Do this as soon as your committee decides if this is warranted, preferably after the first meeting.
- 5) All requests for e-mail blasts will be made through the Office, double check on the timing. Note that the preferred format of flyers or announcements on the Club's website is a Word document. This facilitates easy editing.

Notes:

Event Supplies

The Club maintains a well-stocked supply of tables, chairs, lamps, linens, tableware, glassware, trays, baskets, table toppers, vases, votive candles, easels, seasonal decorations, and much more. As a general rule, we like to use what we have before buying additional supplies, so prior to your first committee meeting, check out what we have on hand that might inspire you! Any supplies that you need can be purchased, just make sure

you include these costs in your budget. Several weeks before your event, verify that you have all necessary supplies, and that they are clean and ready to use.

There are acceptable techniques and supplies that are allowed by the Club. Be sure to confer with the Office Manager and the Club's custodian once you have formulated your decorating ideas to ensure they are acceptable and won't cause any damage to the Club's walls, ceilings, doors and floors.

NOTE: No tape of any kind is allowed on walls or floors, and nothing may be hung from chandeliers in the ballroom.

Notes:

Event Beverages

When planning your budget, please include \$3.00 per guest to cover wine*, Pellegrino, bottled water, coffee or tea, if these are part of your plan. Make sure that you notify the Hospitality Chair of these needs two weeks prior to your event. They will be available in the locked Silver Closet on the floor. It is your responsibility to get the key to the closet, chill bottles as needed, and return the key to the Office. Include glassware and coffee/tea set-up on the **"Set-Up Request" Form**, which is in the Office. Our Custodian will make sure hot beverages are ready for you to heat up. You will need to supply milk or Half-and-Half.

*A **Social Affairs Permit** is required for all events that include liquor and advertise to non-Members. The application is available in the office and must be filled out, signed by an Officer, notarized, and delivered to Town Hall with a \$100 check. This application is sent to the State for approval. Give yourself sufficient time to fill it out and have it ready to go, and at least four (4) weeks for approval, as the State is very specific. There are times that the application is sent back for additional information. Please factor this in as you make your plans. Take time to look over a "sample" approved application to be sure you understand what is required. Samples are kept in the Office; ask the Office Manager for a sample to review.

Remember: the Club is limited to 12 events per year for which a Social Affairs Permit is required, so plan accordingly.

Notes:

Event Expense Reimbursement

We are tax-exempt organization. There are copies of the **Tax Exempt Form** in the Office that you can get to give to vendors to avoid being charged sales tax. If your event has a budget, please make every effort to adhere to the appropriated amount in the budget. For reimbursements, you need to do the following:

1. At your 1st meeting, give each committee member a **"Check Request/Requisition"** Form which they can fill out and submit with their receipts to the Office for reimbursement. This form is in the office and online. If reimbursement is not requested, (in the case where a donation is being made) a form must

still be submitted but you should note that it is a donation, no reimbursement is required. Such donors will receive a letter for tax purposes.

2. Please record ALL amounts spent if you can, including donations, so that an accurate accounting and budget can be developed the following year.
3. Should you require a check for payment directly to a vendor, please make arrangements with the Treasurer to have a check cut one week in advance and made available for you to pick up from the Office. Amounts in excess of \$300 require pre-approval by an Officer, and all such contracts require an Officer's signature.

Notes:

Event Clean-Up

All table tops must be cleared. Dishes, glassware, silverware should be taken to the kitchen, rinsed as needed.

Leftover food, opened bottles of wine, water, or mixers should all be discarded at your discretion, not left in refrigerator. Sealed dry goods such as candy, nuts, and crackers, etc. should be placed into the Silver Closet to be served in the future.

Please return all unopened bottles of wine, except champagne, to the locked Silver Closet. Chilled white wine can be returned to the closet, however refrigerated champagne must remain chilled. If you have purchased bottled spirits and have any leftover, opened or unopened, please return them to the closet as well. Unopened mixers and sodas should also go into the Silver Closet.

Please be sure to LAUNDER any tablecloths that you use and return them to the linen closet on hangers in the correctly labeled area within one week. If you are using votive candle holders, vases, or any other table toppers, please return them to storage area CLEAN, hopefully the way you found them. Don't forget to ask enough volunteers to help you clean up after your event! If you cannot manage to clean up all the table top extras immediately after your event, please take items home and return them clean within the week. You could also come in early to finish these details on the first weekday following your event.

Notes:

GENERAL INFORMATION

Note that your event or monthly meeting event should at least break even. This should be reflected in the budget. You can certainly budget a profit but not a loss. Each committee/department is allotted a budget of \$200.00 per year. Committee or Department chair(s) term is for two years. If your event in the first year of your two-year term makes a profit, you can carry over your profit into your second year.

***Please keep a list of your volunteers and send a thank you note or email to them as soon as possible. ***

Exhibit A

Club Event Requirements Form

http://www.womensclubglenridge.com/Club_Event_Requirements.doc

Exhibit B

Check Request Form

http://www.womensclubglenridge.com/check_request_form_-_1.docx

Exhibit C

Event Budget Worksheet

Exhibit D

Social Affairs Permit



social_affair_permit.
pdf

Exhibit E

Sample of completed Social Affairs Permit

Exhibit F

Floorplans

Club Event Requirements

Please complete one page for each room being used. Contact Elizabeth Shaw in the office with any questions. (973) 748-5459.

Meeting:

Chairperson:

Date and Time:

Space Reserved:
(Attach floorplan)

Number of Guests:

Tables and Chairs Required:

Audio Visual Requirements: (e.g., podium, microphone, stereo, wireless microphone, screen)

Coffee/Tea Set-Up: (regular coffee pots or large urns)

Linens:

China:

Silverware:

Serving Utensils:

Petty Cash? What denominations?

Linda Required On-Site for all or part of event? Please specify time.

Do you need the door unlocked?

Do you need the Club locked after your meeting?

Is your Floor plan attached?

Additional Information:

Please be aware of the following regulations:

Decorations are permitted provided that no nails, staples, hooks, wires, thumbtacks, scotch tape, duct tape or any other fastener which might damage the Club's facility and/or furnishings are used. Balloons, smoke machines or anything which may set off the Club's fire or smoke alarms are expressly forbidden. The throwing of rice on Club premises is strictly forbidden, as is the use of freshly-cut trees.

Women's Club of Glen Ridge

Check Request/Requisition

Amount: _____ **Date:** _____

Payable to: _____

Address: _____

Phone: _____ **Purpose:** _____

Signed: _____



STATE OF NEW JERSEY
 DEPARTMENT OF LAW AND PUBLIC SAFETY
 DIVISION OF ALCOHOLIC BEVERAGE CONTROL
 P.O. BOX 087, 140 EAST FRONT STREET
 TRENTON, NJ 08625-0087

**APPLICATION FOR
 SOCIAL AFFAIR PERMIT [SA]**

APPLICATION MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT

Applications must be accompanied by a fee of \$100.00 PER DAY for Civic, Religious, or Educational Organizations; \$150.00 PER DAY for all other NON-PROFIT organizations, in the form of a check or money order payable to the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

NOTICE: ORGANIZATIONS MAKING APPLICATION FOR THE FIRST TIME, MUST SUBMIT PROOF OF NON-PROFIT STATUS IN NEW JERSEY. COMBINATIONS OF CERTIFICATE OF INCORPORATION, CHARTER OR BY-LAWS, FEDERAL TAX EXEMPT CERTIFICATE, FINANCIAL RECORDS AND MEMBERSHIP LIST (NAMES AND ADDRESSES INCLUDED) ARE ACCEPTABLE FORMS OF PROOF. THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IF DOCUMENTATION SUBMITTED IS NOT SUFFICIENT.

Pursuant to N.J.S.A. 33:1-74 and N.J.A.C. 13:2-5.1, the undersigned makes application for a Special Permit to sell, dispense and serve alcoholic beverages for consumption at an affair as stated herein:

- Organization Information**
- Name of Organization: The Women's Club of Glen Ridge
 Address: 219 Ridgewood Avenue, Glen Ridge, NJ 07028
 - Does organization hold a liquor license? Yes No If yes, _____
(CLUB LICENSE'S ONLY)
 - Has organization held a special permit for Social Affair during the past 3 years? Yes No If no, supply proof of non-profit status from NOTICE paragraph above. Previous Permit No: _____
 - Contact Alyssa Collins / Sandra Lefkowitz Phone Number: 973-748-5459
 - E-mail address womensclubgr@juno.com
 - Mailing address 219 Ridgewood Avenue, Glen Ridge, N.J. 07028

- Premises Information**
- Location of premises where affair will be held: (Describe Specifically)
 Name of premises The Women's Club of Glen Ridge
 Address of premises 219 Ridgewood Avenue, Glen Ridge NJ 07028
 - Is the above named premises licensed? Yes No If yes, _____
 - Are the premises where the affair is to be held owned by a municipality, county or state? Yes No
 If yes, state the name of owner _____
 For what purposes are premises used? Club activities and community events
 - Does the premise conduct mercantile business? Yes No If yes, what is sold? _____

Event Information
 10. What date(s) will affair be held and between what hours alcoholic beverages will be dispensed (Dates must be consecutive to be on one application):

MM/DD/YY	START	END
03/18/16	7:30 am (pm)	am pm
/ /	am pm	am pm
/ /	am pm	am pm

- Rain Date (only one rain date): None
- What is the specific fundraising event being held? For members and associate members (males)
 - How is a charge assessed? Ticket Contribution Other: There is a charge of \$10 for a spouse, partner of a member to attend as a member for the day
(SPECIFY OTHER)
 - Who is the recipient of the proceeds? The Women's Club of Glen Ridge

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED
ORIGINAL SIGNATURES ONLY

If a Special Permit is granted, applicant agrees that alcoholic beverages will not be sold or served to anyone under the legal age, nor will such persons be permitted to consume alcoholic beverages at aforesaid affair and certifies that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the municipality where aforesaid affair is to be held will be complied with; and that permission is hereby given the Director of the Division of Alcoholic Beverage Control, Division of Taxation, and their duly authorized investigators and agents, and to any local peace officer to investigate the sale of alcoholic beverages at the social affair for which this application is made.

Gambling, mock gambling and gambling paraphernalia are not permitted on the premises licensed by the Special Permit unless otherwise approved by the Legalized Games of Chance Commission (973) 273-8000. I HEREBY CERTIFY THAT THIS ORGANIZATION HAS NOT EXCEEDED ITS LIMIT OF 12 SPECIAL PERMITS DURING THIS CALENDAR YEAR.

Wissel Collins - Vice President
Sandra C. Refkowitz, Finance Chair The Women's Club of Glen Ridge
(Signature of Authorized Officer and Title) (Name of Organization)

Date of Signature 28 January 2016

I hereby certify that there is no objection to the granting of a Special Permit to above applicant to sell alcoholic beverages at the affair to be held on aforesaid date and premises, subject to, however, the following Special Conditions (if any):

(Signature of Chief of Police) _____
(Municipality where affair is to be held)

Date of Signature _____

I hereby certify that the License Issuing Authority of this municipality has no objection to the granting of a Special Permit herein applied for and consents thereto. I further certify that the issuance of said Permit is not contrary to any local ordinance, resolution, regulation or policy which would prohibit same.

(Signature of Clerk) Date of Signature: _____

(Municipality where affair is to be held)

The following consent is to be signed by the person so authorized of the premises where the affair is to be held.

I hereby certify that I am the person in charge of the premises upon which the herein affair will be held, that I am fully authorized to and do hereby certify that there are no objections to the sale and service of alcoholic beverages upon such premises at such affair. I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 25 SPECIAL PERMITS DURING THIS CALENDAR YEAR.

Wissel Collins - Vice President
Sandra C. Refkowitz, Finance Chair Date of Signature 28 January, 2016
(Signature and Title)

NOTE: THE DIVISION MUST BE NOTIFIED FOR CANCELLATION OR RESCHEDULING PRIOR TO THE DATE OF THE EVENT.

Issuance of the Special Permit will allow the organization to purchase alcoholic beverages for resale at the affair specified in the application from any licensed wholesaler or retailer. All advertising, tickets, etc., for the affair which contain reference to alcoholic beverages must include this Permit Number.

14. Check the types of alcoholic beverages to be dispensed if permit is granted:
Wine Distilled Spirits Malt Alcoholic Beverages

15. What are cup sizes for alcoholic beverages? Wine 4ozs Beer 6ozs Spirits shot glasses

16. How many people are expected to attend your event on a daily basis? 40-50

17. What is the approximate age group of the attendees? 30s to 80s

18. Will persons under the legal age to consume alcohol be in attendance? Yes No

19. Explain in detail the security plans for the event. The plan should include the number of people checking for ID's, plans to prevent pass-offs to minors, the type of security at the event, the limit of alcoholic beverages per transaction, and any other relevant information pertaining to the event. *Please attach another sheet if necessary.*

The alcohol served ~~with~~ ^{will} be part of a class (mixology) given by J. Person Spirits Distilling Company. The company will teach a class on the appropriate mixes for certain alcoholic drinks. How to properly stock your bar at home and then attendees will have an opportunity to taste some of the drinks. The Women's Club will pay for the alcohol ~~used but attendees will not incur a charge for that.~~

20. Please use the space below or attach a detailed sketch of the area to be licensed. The sketch should include entrances and exits, ID checking area(s), location of where alcoholic beverages will be dispensed and any other relevant information pertaining to the event. **No permit will be issued if a sketch is not attached.**

SEE ATTACHED SKETCH OF AREA

- ID checking area manned by two adults before entry into room
- NO MINORS ARE ALLOWED AT THIS EVEN
- 2 TIPS trained members will be present at this event.
- 2 drinks maximum per person

Event Organizer Information

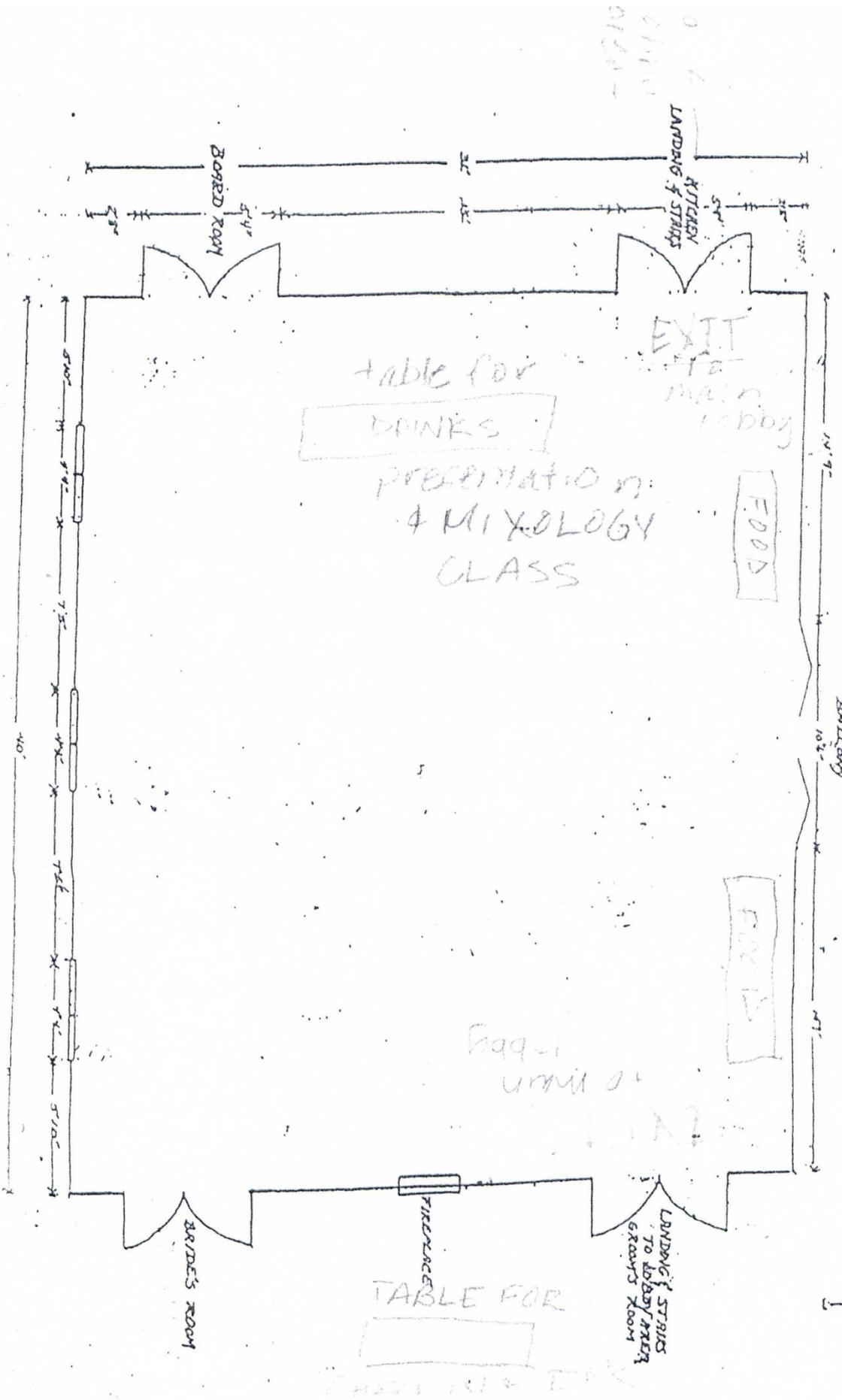
• Is the event being handled by a promoter, Production Company, or other entities? Yes No If yes, attach contract.

Company Name _____

Company Contact _____

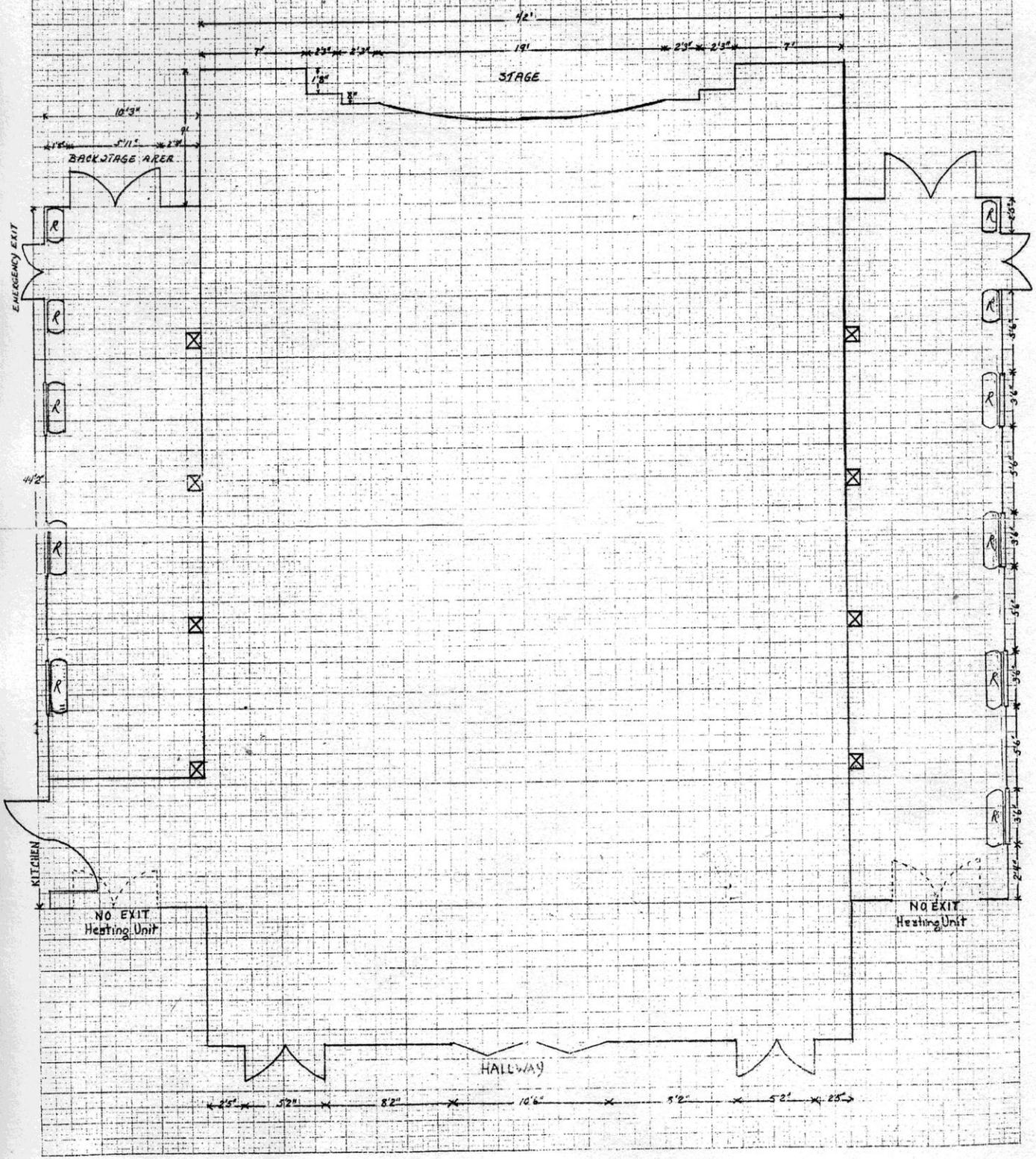
Phone Number _____ x _____ Title _____

THE WOMEN'S CLUB ON GLEN RIDGE
THE GEORGIAN ROOM

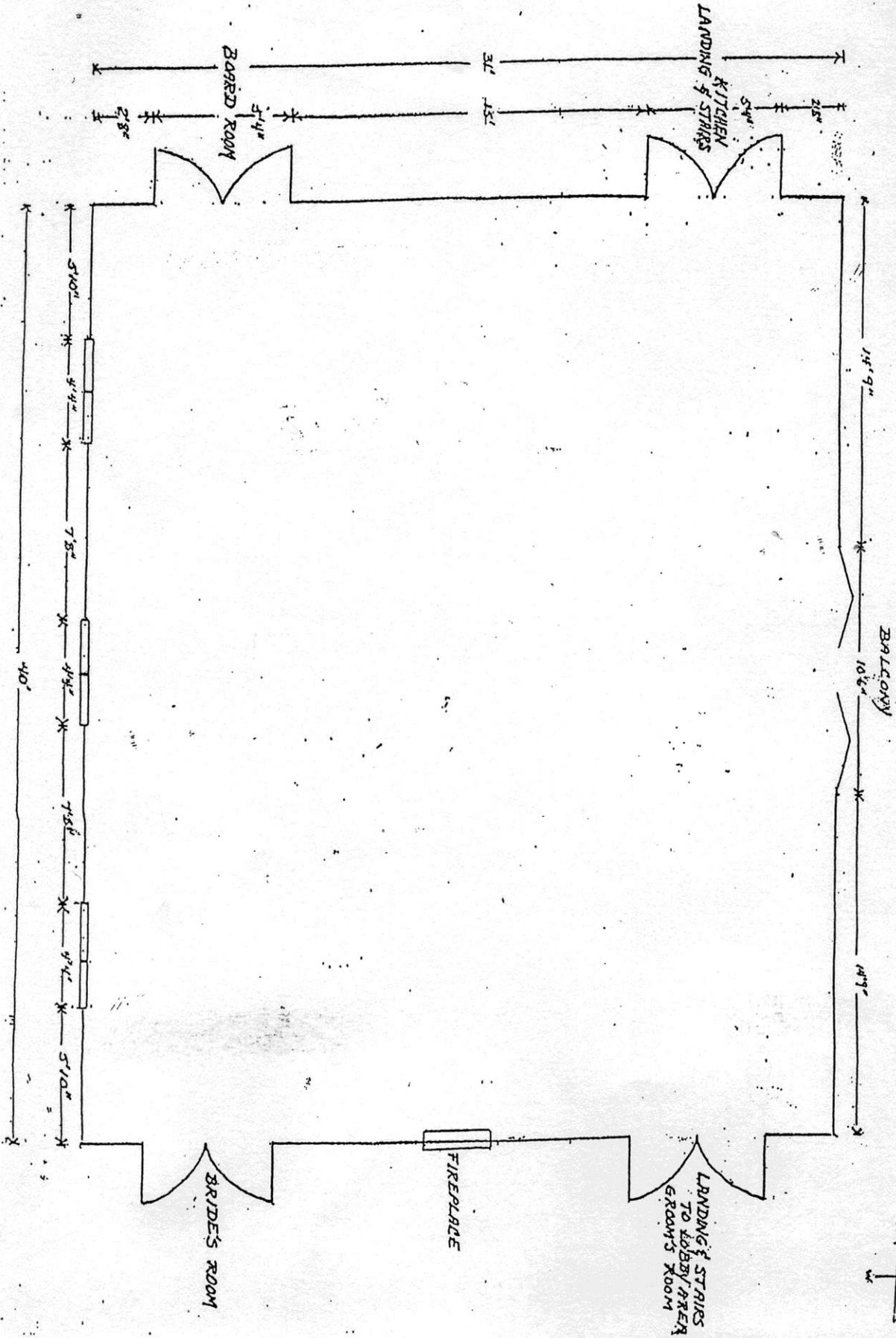


THE WOMEN'S CLUB OF GLEN RIDGE

THE WILLIAMSBURG ROOM



THE WOMEN'S CLUB ON GLEN RIDGE
THE GEORGINA ROOM



MARY RAYMOND
38'-5" X 19'-9"

EVENT:
DATE:

HALLWAY
10'-7" W

LIBRARY
24'-5" X 17'-7"

