

**Natick Garden Club
Event Planning Template**

Event: Natick Days

Description: An annual festival celebrating our community by providing an opportunity for Natick youth groups and non-profit organizations to showcase the work that they do and to raise funds for their continued work. The town sells ticket that can be used for each event; tickets are submitted at end of event and reimbursement is sent to event chair. Cash can also be used

Date: Second Saturday in September, 10am-3pm

Volunteers needed 8:30am to 3:30 to included set up and clean up

Location: Downtown Natick

Activity: Bean bag toss; pinwheels for prizes (\$.50 or two town tickets)

Sell bulbs (bag of 7 bulbs for \$5.00)

Sell Garden Club notecards if members are able to make them (price varies by artist)

Organizer/chairperson(s)

Number of volunteers needed:

Planning: chairperson plus one to ensure that a member other than chair knows the process

Event: 13 (including chairperson, photographer treasurer to manage payment transactions)

Time Commitment

Planning 8-10 hours

Follow-up 2-3 hours

Planning Timeline

(weeks before)

Complete town application to participate (notification will be sent via email to Chairperson a couple of months ahead of event)

Attend mandatory town meeting (held in the evening in August a few weeks ahead of event)

Publicity

NGC Newsletter and Website -month prior to event

External-follow Town's guidance as some is done by the Town

Gather NGC documents to display on table (brochures, meeting notice, speakers list,

Applications for membership

Meet with committee/volunteers (Zoom) 4-6 weeks

Inventory supplies/materials 4-6 weeks

Purchase supplies/materials 4-6 weeks

Set volunteer schedule 2 weeks

Post event

Thank you note to all who helped

Submit ticket to event staff; upon receipt of payment send to treasurer

Submit receipts to treasurer for reimbursement

Supporting documents:

Town Application

Supply list

Labels for bulbs

Sample volunteer schedule

Please:

- **Complete this form.**
- **Attach or forward other information or details used to plan this event**

Forward to: szymczakb@gmail.com

or

Betsy Szymczak

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