

Event: *Activities Night*
Previous Date: September 2, 2008
Location: JACC
Officer Lead: Will Shea

Description:

We held a booth at the fall Activities Night to garner new members for 2008-2009.

Goal: To attract as many students as possible to sign up for the club.

Planning Checklist:

- Request with SAO toward the end of the spring semester to have a table at Activities Night in the fall. Confirm reservation.
- You will need to plan either toward the end of the summer or the very first week of school who will have which shifts at Activities Night. Make it fair!
 - Don't forget, each group is assigned one chair and one-six foot long table – two people at a time is really all there is room for.
- SAO will contact you the first week of school with your table assignment and check-in time assignment – don't be late!
- Design awesome posters promoting the club
- Bring duct tape and/or stands for posters – they can either be propped up or taped to your table.
- Bring 300 copies of established club events agenda to be distributed
- Bring food for prospective members! No baked goods though – only pre-wrapped candy is allowed
- Bring any other items you think will attract a crowd
- Bring enough sign up sheets to handle 200-300 names + emails
- Have someone bring their laptop to begin adding these emails to the listserv
- At the conclusion of the event, be sure to clean up all wrappers/posters/agendas lying around your table area.
- Send out an email night of the event thanking people for signing up and letting them know info about the first event.