



BRITISH AUTO CLUB of LAS VEGAS - Guidelines for Hosting an Event

1. Select an already planned event or propose a new event.
2. Before starting out, be aware of the following pitfalls;
 - a. **DO NOT** personally commit funds for an event without the approval of the Board.
 - b. **DO NOT** obligate the club to contractual agreements without Board approval.
 - c. Plan a budget for the event. A budget proposal form is available from the Treasurer or on the BACLV.net website. **KEEP IN MIND** – Events should always support themselves financially with the exception of the supplemented annual Holiday/Awards banquet and membership drive picnic.
3. Set a date. This may be a “free date” according to the club event calendar.
4. Choose & visit the venue.
 - a. If it is a dining event, it is a good idea to sample the food by having lunch/dinner there or maybe somewhere you are already familiar with.
 - b. Consider the following;
 - i. Is the venue large enough to accommodate the club members comfortably?
 - ii. Will members order off the menu separately or will there be a set price menu? Get a written breakdown of prices including tax & tip from the venue for set menus. With set menu events, the club will collect payments thru PayPal as RSVPs are made on the website. Cash and checks (payable to BACLV) can also be accepted by a board member and turned in to the Treasurer.
5. Give all details to the club’s Vice President. This position is our organizational events coordinator. You may make a flyer to be distributed through the club meetings, Spanner & website. All advertisements must be approved through the club’s Vice President, who will also send out all Details of events via email to all club members.
6. Webmaster & VP will keep track of RSVPs and notify event host.
7. At the event; Have **all participants** sign in, sign in sheets available on the website or from the VP. Turn the signed sheets in to the VP or Officer At Large. The OAL will keep track of points for club members. Take pictures or ask others to do so. Send pics to Spanner Editor and website master to be shared on the website and in the Spanner.
8. Write a short or long story about your event for the Spanner (appreciated but not mandatory).
9. Obtain a reimbursement form if needed from the Treasurer and return it with matching receipts.
- 10. HAVE FUN!** If it becomes too stressful or confusing for you, ask for help. There are many members who have hosted events and are happy to lend a hand.