

## Gold Card Event Coordinator Guidelines

The Gold Card Vice President will provide answers to your questions and further details. Refer to the Gold Card 'Directory' at [www.bmagoldcard.org](http://www.bmagoldcard.org) or email your enquiry to [vicepresident@bmagoldcard.org](mailto:vicepresident@bmagoldcard.org)

1. Pick the date (or a few date options) and validate with the VP and event calendar.
2. Plan the event: schedule and meet with the business, organization, or restaurant contact. Discuss and note such issues as facilities, cost estimates, billing policy, deposits, food service, tickets, parking, contracts, audio/visual equipment, date and time of event. Submit regular reports to the VP on event progress.
3. Develop a detailed plan including: arrange for guest speaker if necessary, camera, tickets, door prizes, publicity, letters (or emails) of acknowledgement/confirmation, recognition for guest speaker (hat, plaque) and cost analysis.
4. Cost analysis: total cost of event, estimated attendance, advanced deposits or down payments, door prizes, BMA subsidy if appropriate. (FORMULA: total costs divided by number attendees equals cost per person.) Event budget requires approval of board including any subsidy.
5. Review plans and costs with the VP or designee.
6. Develop publicity: newsletter article must be submitted to Jesse Maciel, via email ([jesus.f.maciел@boeing.com](mailto:jesus.f.maciел@boeing.com)) at least 2 months prior to the event (preferably three).
7. Finalize details: make deposits or down payments (Form A), Note: contracts are to be signed by the President or designee. Obtain receipt, purchase door prizes and submit receipts/Form A to the Gold Card Treasurer as soon as possible.
8. Administer the event: receive checks, keep track of participants, acknowledge and confirm participants (mail tickets, send emails or phone calls).
9. Take care of the money: record all checks on Form C within 2 weeks after the event, retain a copy of Form C and send all checks together with Form C to the treasurer. Prepare and balance expense report (Form E) and send to the treasurer. Note: all events require Form E. All forms are available on the Gold Card website.