

Glasshouse Anniversary Committee Heads

Speakers

- Line up Speakers
- Host them before/during/after the event
- Keep them informed: flyers, expenses
- Make travel arrangements if necessary
- Presents, Corsages/Boutonnieres for speakers

Public Relations

- Flyer-produce in a timely fashion
- Ribbons - for all committees, speakers, Board, SC
- Bookmarks
- Get the word out-central office, word of mouth, database

Group Cleanup before the event

- Bathrooms, Kitchen, carpets, windows, wash down building, yard

Keeping It Looking Good

- Maintain building and yard throughout anniversary - tidy up as we go along

Decorations

Setup Before the event & Breakdown After the event

Ice Cream Social

- Servers
- CU

Food on Saturday

- Side Dishes Sign Up Sheets
- BBQ
- Tea and Coffee
- Plates and Silverware

Clean Up Saturday Night

Hospitality

Greeters

****Remember, members want to help. In our experience, involving as many persons as possible makes a great anniversary. It gives members a service opportunity. Announcements and sign-up sheets work, but so does asking people personally to be of service.