

Wascana Freewheelers' Information Meeting Checklist

TASK	PERSON RESPONSIBLE.
<p>In the Bylaws, this meeting is referred to as the Annual Public Meeting.</p> <p>The purpose of this meeting shall be to:</p> <p>a) advise the general public as to the nature of the club and</p> <p>b) provide information to the general public and past members as to the events planned for the upcoming season,</p> <p>c) promote membership.</p> <p>17.3 No club business shall be handled at this meeting.</p> <p>17.4 The date of this meeting is at the discretion of the Board.</p>	<p>Under the Duties of the Vice President 28.2 He/she shall also be responsible for organizing and conducting the Public Meeting.</p>
<p>Book facility (April)</p>	
<p>Market 4 to 6 weeks prior to event</p> <ul style="list-style-type: none"> - poster specific for information night with tear-offs(circulate through library to branches, through city hall to rec centres. Take to bike shops, YMCA, etc. -business cards -public service announcements: Sunday Sun, Leader Post, CBC, Access Com 	
<p>Room set up (tables, chairs, etc.</p>	
<p>Welcomers at door</p>	
<p>Membership Forms</p>	
<p>Name tags, markers</p>	
<p>Tour Schedules</p>	
<p>Door Prizes</p> <ul style="list-style-type: none"> -obtain from bike shops, etc -make sure tickets are distributed 	
<p>Chair</p>	
<p>Program must include description of club and highlights of tour schedule</p>	
<p>Program may include::</p> <ul style="list-style-type: none"> expo of new bikes gear swap slide show re club 	

<p>slide show re trips contests bike check whatever the Board feels will attract members</p>	
<p>Free chili supper format has been very successful in bringing people out and encouraging socializing. (in 2008, 51 people attended).This format requires: Chili makers – con carne and vegetarian Salad/Cole Slaw Buns Desserts Decaf coffee Club dishes Paper cups , serviettes</p>	