**Planning a Prospect Event**

**Beginning of Term** Pick Advisor

 Chairman and Advisor meet with committee

 Pick what type of event

 Find date and place

**First committee meeting**

 Design invitations

 Decide food

 If dance- get DJ

 Plan out activities to do at event

**8 weeks ahead of time**

 Publicize Freemason, Scimitar

 Post fliers in Masonic Halls

**4-6 weeks** send invitations out include name of event, time, place, clothing if special

**4 weeks** facebook event

**2 weeks** follow up on invites

**1-2 weeks** Buy paper goods, etc. but check sales during whole process

**1-2 days** print schedule of activities for day

 Buy food supplies

**Day of** arrive at prescheduled time to set up and get stuff ready

 Welcome guests

 Take pictures

 Conduct event

 Clean up