Thank you for organizing a social event!

1. Pick what you would like to do and contact Debbie Porter, Karen Clark, or Luanna Fisketjon from the Social Committee.

2. Call the venue and pick their brains: Does your date work, Can you reserve the room, what is the cost...all good questions.

3. Write up a notice, with all important information, including your contact information for questions, sign ups, etc.

4. Send your notice to Kevin Lee at <u>communications@pgisles.org</u> Let him know when you would like the e-mail to go out and if you want it sent more than once.

5. Take your signup sheet to any meeting/social you attend. Make sure the Commodore mentions it at the monthly meeting.

6. Send the notice to <u>Webmaster@pgislanders.org</u> for adding to the website and calendar. You can also post it on PGIslanders Facebook page.

7. Go to your event and enjoy! Please take pictures. Send to <u>Webmaster@pgislanders.org</u> and to Robin at <u>robinherrick@yahoo.com</u> Robin will use them for the Commentator and for slide shows at meetings. You can also post on the PGIslanders Facebook page.

Again thank you!!