

Rotary Social Events – Responsibility Guide

Date and Time of Event

Name of Event

Location of Event

Estimated Cost of Event

Will there be a cost for members? _____ Yes _____ No

Description of Event

Who is responsible for which task?

- 1. Create event on website - _____**
- 2. Create advertising slide - _____**
- 3. Meeting announcements - _____**
- 4. _____ arriving at the event early with RSVP list to check people in**
- 5. _____ will return the attendance sheet to Niki after the event**
- 6. _____ will take some pictures at the event and get them to Niki**