

PLANNING

- ★ In your committee meeting you need to come up with two or three options for each of the following categories for the class to vote on.
 - Date
 - Time
 - Location
 - Theme
 - Dress
 - Guest list
 - Menu
 - Decoration
 - Guest Speakers
 - Talent

- ★ We need a set-up crew and a clean-up crew
- ★ Decide who is bringing what
- ★ Decide who is responsible for activities
- ★ Post a list of responsibilities
- ★ Plan a day to practice off of the script in class

ACTIVITY

- ★ Show up early to make sure everything is in order
- ★ Have a master script filled in and on the podium
- ★ Go through the ceremony
- ★ Clean-up crew needs to stay and clean up

FOLLOW-UP

- ★ Write thank you cards to anyone involved outside of JMG. i.e. guest speakers
- ★ Put membership certificates in portfolios

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