



Mosaic Outdoor Mountain Club of Greater New York

Club Web site: www.mosaic-gny.org

Meetup.com site: www.meetup.mosaic-gny.org

Leader Checklist

BEFORE EVENT

1) **Submit event description.**

Send an email to activities@mosaic-gny.org with all the info.

The Activities Director or Activities Committee will confirm that your event can be scheduled. They will post the event on meetup.com, if you are not able to.

In the description include the following:

- a. **Ask participants to email their cell phone number**, so that you can contact them the day of the event, if you need to.
- b. **Your cell phone number** for day of event, if possible.
You could email this to people who RSVP Yes if you do not want this on the Web. In the description, say that you will do this.
- c. **Your contact information in case event needs to be canceled due to weather or other reasons.** For example, give your cell phone number or your home phone number and leave an outgoing message saying if the event is canceled or is on.
- d. **Difficulty level of event**
- e. **Items participants need bring.**
Such as hiking boots, water (how much), lunch, money, etc.

2) **Confirm that info is accurate on meetup.com.**

- a. **Your contact info (email and/or phone number)**
 - So that people can ask questions.
 - If you are asking people to contact you, and not just RSVP Yes on [meetup](http://meetup.com). Be aware that people will still click Yes or Maybe on [meetup](http://meetup.com), and not call or email even if specified.
- b. **Event time and date.**
- c. **Event location.**
If you want participants to contact you, make sure that this information is not provided on [meetup](http://meetup.com) so that participants must get the location from you.

3) **Print sign-in sheets** from the Web site:

www.mosaic-gny.org > Leader Tool Kit.

4) **Print blurb to read** aloud at event from the Web site:

www.mosaic-gny.org > Leader Tool Kit

5) **Print Mosaic sign** from the Web site:

www.mosaic-gny.org > Leader Tool Kit

6) **Print list of Yes and Maybe RSVPs** from meetup.com, so you know whom to expect. Also, bring their cell phone numbers if they gave them to you.

AT EVENT

- 1) Be on time or earlier if possible.
- 2) Display or hold a Mosaic sign so that people can find you.
- 3) Have participants sign in and collect non-member fees.
- 4) Be sure all participants are prepared for event (e.g., correct shoes, water, food, etc). You have the right and obligation to turn away participants who are not safely prepared.
- 5) Thank people for coming.
- 6) Do an ice breaker that includes everyone introducing themselves.
- 7) Read blurb you printed from the Mosaic Web site, or give spiel about how Mosaic is a volunteer-led club, and is always looking for volunteers to lead new activities and help run the club.
Do this at the beginning or during a break.
- 8) Have fun!

AFTER EVENT

- 1) Mail sign-in sheet and a check for collected fees to the address on the sign-in sheet.
- 2) Update meetup.com with the accurate number of participants, add a comment as a trip report, and upload photos.
The number of participants at our events is needed for insurance purposes.