

Events Committee Procedures

The Events Committee consists of volunteer Cedar Ridge Homeowners with a Chair and Board Liaison. Members must be in good standing and are appointed by the Board President. The members of the Events Committee are responsible for organizing family friendly neighborhood gatherings for the Cedar Ridge Homeowners Association. The Events Committee can organize as many or as few events as they choose to undertake within their yearly budget. They are responsible for the promotion of events and successful execution. Meetings are held as necessary.

Possible Neighborhood Events:

- 4th of July parade and after party
- Halloween
- Christmas Caroling and after party
- Garage Sale
- Movie Night
- Meet the Board BBQ

Responsibilities:

- A. For any event plan the Committee must provide to the board a detailed list of the event supplies needed and approximate budget.
- B. The Committee is responsible for informing the neighborhood of the date and time of each event. Some ways to do this are the Cedar Reader Newsletter and flyers, Facebook page, HOA website and Newsletter Calendar. Flyers must be board approved.
- C. The committee is responsible for the setup, teardown, and cleanup for each event. They can ask for volunteers to help with this. Some ways to find volunteers are through newsletters, and the board, and requesting committee members to attend (i.e. Mayor, Marching Bands Pierce Fire & Rescue, etc.)
- D. Event expenses are covered under the approved budget. When possible the Treasurer will issue checks for purchases to vendors. When the amounts are estimated, purchases may be made and the Association provided receipts for reimbursement. To expand the budget past what the board provides the Events committee can request donations. Each person who sponsors or donates must be thanked, and graciously accepted no matter the amount. At least two people must count the donations and then present the funds to the CRHOA treasurer to add to the yearly Events budget.

Suggestions and Information:

- Leftover, nonperishable supplies should be given to the board to be stored for future events. Check with the board for a list of stored supplies prior to buying new supplies.
- Be open to ideas and suggestions from non-committee members.
- For bigger events find sponsors. You can arrange to have their information published in the newsletter and presented at the event.
- Sumner Band Director #360-889-0080
- East Pierce Fire and Rescue dsutherland@eastpiercefire.org
- Great Staging area is the dead end near the corner of 205th Ave Court East and 112th St E

November 2017