EVENT CHAIR LEADER GUIDELINES

2026

Purpose

Event Chairs include all Event Chair Leaders and the leaders of Women and Wine, Book Club, and other KWWC groups using the House. The Event Chair is the primary point of contact and is responsible for the event's overall planning, coordination, and execution.

The Event Chair is responsible for completing all necessary tasks before, during, and after the event. All event items must be stored properly, and the House must be clean and ready for Docent tours on Monday. Please leave the House the way you found it. Be sure all attendees are out of the House and all doors are locked. Thank your volunteers and have fun.

Before the Event

- Obtain the President's approval for the event date, time, ticket donation, and other key details. If the event is a fundraiser, obtain approval for the distribution of funds raised, including any special nonprofit fundraiser or funds designated for Saving Eleanor.
- Recruit Co-Chairs and volunteers as needed.
- Plan all aspects of the event with your Co-Chairs, committee members, and volunteers, including the theme, name, guests, and costs. Changes to the theme of a major fundraising event must be approved by the full Board.
- Plan sponsorships using the guidelines on the KWWC and Hellings Curry Museum websites. Confirm your understanding and plans with the Marketing Chair.
- Meet with the Marketing Chair two to three months before the event to coordinate advertising, graphics, flyers, banners, news releases, social media, KeysTix, and other promotion. If the Marketing Team is not creating all materials, the proposed plans and materials still require prior approval from the Marketing Chair and President. All event materials must align with KWWC branding.
- If audio-visual equipment will be used, assign a committee member to learn and test the equipment before the event.
- Speak with Hospitality Director Roxanne Wood about use of the House and setup plans. Prepare table and chair schematics for both inside and outside areas before the event.

Volunteer Donations and Event Tickets

Event Chairs must clearly explain who does and does not need to make a ticket donation. All volunteers are expected to make the ticket donation except those who work the entire event shift. Volunteers working the full event shift may attend without making the ticket donation. Volunteers working a partial shift who plan to remain and enjoy the event are expected to make the ticket donation. This rule applies equally to all volunteers, including Board and Executive Committee members. Any exception must be discussed with the President in advance.

We are a charitable organization, and event ticket donations support charitable organizations and the restoration of the Hellings Curry Museum. All hours worked for an event count toward a member's annual required volunteer hours.

During and After the Event

The Event Chair or a designated Co-Chair must be present throughout the event to oversee operations and support volunteers. Volunteer sign-up sheets generally include the following assignments:

- Welcome desk and ticket check-in.
- Food preparation, liquor purchases, setups, and non-alcoholic beverages.
- Event setup, including tables, chairs, tablecloths, and decorations.
- Serving or replenishing food during the event.
- Bars and bartenders.
- Table and kitchen cleanup, including taking out the trash and returning clean items to their cupboards.
- Return all tables and chairs to their proper storage locations.
- Clean, sweep, vacuum, or mop the House so it is ready for Docent tours on Monday morning. The Event Chair must confirm that the House is clean and all doors are locked. Report damaged or missing items, or any concern involving the House, to the President immediately.
- Before placing linens in bags for laundering, shake off all food and remove colored ribbons and other decorations. These items can discolor white linens.
- Launder and return tablecloths and wash rags within three days after the event so they are available for the next meeting or event. Return all items to their proper bins, hangers, and storage areas. Assign volunteers to complete these tasks.
- Event Chairs and Co-Chairs are responsible for ensuring that their committees complete every assigned task.
- Leave the House clean, or arrange for cleaning. Leave it the way you found it.

BEFORE YOU LEAVE: It is your responsibility to make sure all attendees are out of the House and all doors are locked.

House Access and Security

- Make sure you have the current House security code. The House security code must never be shared with anyone. Event Chairs are responsible for letting volunteers into the House.
- Whenever possible, Event Committees should meet outside the House until after 4:00 p.m.
- If a committee meets during Docent hours, from 10:00 a.m. to 4:00 p.m., use the round table in the Meeting Room and speak quietly so the Docents and museum visitors are not interrupted.
- During Docent hours, volunteers delivering items may be admitted through the front of the House by a Docent.
- At other times, the Event Chair must admit the first committee member. Additional committee members should enter through the side Meeting Room door, where an authorized committee member can see and admit them.
- Only assigned volunteers who need to retrieve or return items to the storage building may be given the storage building security code. The House security code must never be shared.

Coordination With Other Events

If another event, Women and Wine, or a large meeting is scheduled immediately after your event, coordinate with Roxanne Wood to determine whether tables or chairs may remain in place. This reduces unnecessary work for everyone.

Volunteer Hours and Appreciation

Remind volunteers to record their hours. Volunteer hours are important when applying for grants to support renovations and other needs of the Hellings Curry Museum. Thank your volunteers. Without our KWWC volunteers, we could not continue serving our community or maintaining our historic House.

Annual Event Chair Review

After the year's events are scheduled and before the fall events begin, President Aundrea Wagner, First Vice President Marlene Thorn, and Hospitality Director Roxanne Wood will meet with Event Chairs, Event Leaders, and Docents to review the Event Chair Guidelines, House Security Guidelines, Housekeeping Guidelines, and Parking Guidelines.

The guidelines will be posted in the Volunteer Sign-Up Room. KWWC members will also be informed of the guidelines at the General Membership Lunch Meeting and through the newsletter.

- Wipe down all counters, sinks, serving areas, and other surfaces used.

Leftover Food

- Whenever possible, take leftover food home or give it to someone after the activity.
- Food may not be left in the refrigerator unless it is labeled with the name of the person it belongs to.

Trash and Recycling

- After each event, remove all trash from the house and place it in the large outdoor trash container located in the parking lot.
- Place recyclable items in the outdoor recycling can.

Fire Safety

- Candles, Sterno or chafing-dish fuel, and all other open flames are never permitted inside the house.
- Battery-operated candles may be used.

Final Cleanup

- Remove all decorations, food, supplies, and personal belongings.
- Return all rooms, furnishings, tables, and chairs to their original arrangement.
- Clean spills promptly.
- Check the kitchen and restrooms and leave them clean.
- Turn off the stove, oven, coffeemakers, and other appliances used.
- Report any damage, breakage, or maintenance concern to the KWWC President as soon as possible.

Final Authority

- Housekeeping requirements may be modified as needed at the discretion of the Key West Woman's Club.
- The Executive Board shall have the authority to interpret these guidelines and address situations not specifically covered herein.
- These guidelines may be reviewed and amended as needed by the Key West Woman's Club Board of Directors.

Executive Board Approval Date 8/01/2026
Board of Directors Approval Date 08/05/2026
Effective Date 08 / 01 / 2026
Approved:

Version 1.0 – July 2026