

Elements of a Successful Club Open House - Checklist
Date of Event:_____ **Time:**_____

TASK	ASSIGNED TO	DECISION - UPDATE
Goal	Club Exec Team	
Budget		
Theme		
Member Assignment e.g., Flier, Food		
Invitation for Key 3		
Public Relations: Flier/ Distribution		
Club/ District Website		
Club / District Social Media		
Membership Packets		
Set up the Room		
Sign Up Sheet		
Agenda development		
Refreshments		
Guest Follow Up		
District Reimbursement		
Member Recognition		
Debriefing Meeting		