Chairperson's Planning Guide

Name of Event	Camp Villages
Description	This event is not a QGOTV-sponsored event. It is sponsored by The Villages Recreation Department. The QGOTV hosts one or multiple sessions allowing participants in Camp Villages to attend a "Learn to Sew" event, hosted by one or more Chapters in the Guild. It is a single-day event for any hosting Chapter.
Date of Event	TBD – range is typically mid-June to mid-August
Time of Event	TBD
Location of Event	TBD
Chairperson(s)	Chapter Contact
Audience/Attendees	Campers as registered through Camp Villages
Committees	N/A
Budgeted Income	$0.00
Budgeted Expenses	$0.00
Planned Timeline	PRIOR TO CHAPTER COMMITMENTS 6-12 months prior to event – • Chapters commit to volunteer to host a session for Campers. 6 months prior to event – • Chapters identify a Chairperson/contact that acts as point person for The Villages Recreation Department. • Chapters identify the date, time and location for the proposed Camp Villages session and communicate that to the QGOTV Event Coordinator and QGOTV President. 5 months prior – • QGOTV President notifies The Villages Recreation Department of the detail of each hosted session. CHAPTER CHAIRPERSON TIMELINE 2 months prior – • Contacts need to attend a Recreation Department meeting that briefs Camp Villages volunteers on specific procedures and expectations for the Event. • Optional: Solicit donations for fabric from Chapter members. (The Villages Recreation Department will also provide fabric kits for the Day Of if needed.) 1 month prior – • Hold a briefing meeting for all Mentors and

	Volunteers planning to be in attendance at Camp Villages session. All procedures, details and expectations should be shared at this meeting. In addition, distribute the Background Check form to be completed by each Volunteer. • Collect Volunteer forms and submit them to The Villages Recreation Department. • Optional: Assemble kits of fabric for Campers. • Create copies of instructions that will be available for Campers to use. • Request Room layout for Camp day with Big Cypress Recreation Department employees. Include requests for table layout, projectors if needed, special power requirements, etc. • Create plan for presenting the Project to Campers. Day of Event – • Arrive early to ensure room is set for Mentors. • Assign Mentors to specific spaces. • Lay out kits for Campers to choose from. • Set up Welcome table for Campers as they arrive. • Assign Campers to Mentors. • Present Project and Instructions to Campers. Post Event – • Prepare Final Report for Event Coordinator. • Return any unused fabric kits that were provided by The Villages Recreation Department.
Guild Interfaces Required	Events Coordinator – If needed as conduit to Recreations Department.
Non-Guild interfaces Required	The Villages Recreation Department – for all information and details associated with Camp Villages. Recreation Department of Big Cypress – for special requests for Room layout, special equipment needed, etc.
Non-Villages interfaces Required	N/A
Volunteers Needed	One Key Contact for Chapter-hosted event. Individual volunteer mentors for Campers. Maximum number of Campers per session is 10. At least 10 volunteers will be needed for a full session to provide a one-on-one experience for the Camper.
Final Report	REQUIRED FROM EACH CHAPTER CONTACT Must include: • Planned vs. Actual Activities/Timeline • Budget vs. Actual Income/Expenses

	- Interfaces/Resources used - Copies of Plans (e.g. Publicity, etc.) vs. Actual - Copies of Status reports - Copies of all Materials used (Fliers, Forms, Advertising, notes, all supporting documentation) - Narrative/Summary of Event Lessons Learned (what worked well, what didn't work well, recommendations for changes to be made, etc.)