

Book Author Luncheon (BAL) Committee Timeline

Meeting Locations: Acton Library or Zoom

Ongoing

- Establish meeting dates and locations. Enter on LCV website calendar.
- Reserve meeting space
- Oversee the various subcommittee's work (Sponsorship, Auction, Program, Registration, Finances, etc.)
 - Assure the committees have what they need to perform the tasks.
- Maintain meeting agenda and minutes documentation.
- Maintain master spreadsheet for sponsors, auction donors and event guests.

Fall Kick-off Meeting (September/October)

- Determine committee membership and structure.
- Determine meeting schedule.
- Review committee responsibilities and schedules.
- Determine sponsorship levels and benefits.

Three to four months before BAL

- Develop event budget and Income/expense projections.
- Establish general admission and patron ticket pricing and patron benefits including tax deductible amounts.
- Establish luncheon menu.
- Develop a social media and publicity plan.
- Develop budget and Income/Expense projections.
- Determine ticket payment methods.
- Create an event registration form and email to membership and last year's attendees.
- Work with Saybrook Point Inn to rectify last year's issues (timing for meal delivery, microphones etc)

Two to three months before BAL

- Register individuals for the BAL with food choice, seating preferences etc.
- Develop the plan for charging (what can be charged, who can charge)
- Determine expense reimbursement procedures.
- Schedule walk-throughs (tables for book signing, auction items, charging, membership, speakers' chairs and microphone)
- Determine which books to sell, how much and work with Harbor Books to purchase.
- Develop timeline with schedule of events.
- Establish program book content and format/text standards,
- Apply for and obtain Permit to conduct a raffle from Old Saybrook Police Department.

One month before BAL

- Establish charging plan (membership, books, silent auction items)
- Obtain volunteers for the day's activities (announcing, scribing, setup and clean up, selling chance tickets)
- Ensure sponsor advertisements are complete and submitted.
- Finalize program book content information and send it to the program book chair.
- Ensure final auction set up for Raffle and Silent Auction.

One week before BAL

- Email event reminder to guests
- Email auction item summary to guests
- Provide menu choices to Saybrook Point Inn.
- Deliver final payment check to Saybrook Point Inn.
- Develop table seating assignments.

Post Book Author Luncheon

- Provide a financial summary for the board and LCV members.
- Provide feedback to sponsors donors and send out thank you letters.
- Conduct event debrief with committee members. Write up “lessons learned” and key success elements.
- Schedule post-event celebration date/location for event committee members.
- Email event results and thank you to event guests. Include following year BAL date.
- Send out required IRS tax receipts for any donation of \$250 or greater.
- Find a venue for next year’s Book Author Luncheon and sign a contract.
- Find speakers/authors for the next years’ Book Author Luncheon
- Debriefing with all members and celebration
- Update Donor Wall of Honor on Website
- Develop thank you and Educational Grant recipient announcements to sponsors, including link to Donor Wall of Honor. Request each sponsor solicitor send personal letter with update.