**Woodlots To Do List: Preparing for a Gathering**

**Well in Advance:**  (If possible, it’s nice to do this *before the preceding gathering*, so that you can give everyone present at one gathering the date and location of the next.)

* Find a host
* Determine topic/speaker
* Work with your host and speaker to determine a date. (For CHC, each group has a standard meeting schedule, such as Saturday morning or Sunday afternoon. Most walks are two hours, followed by a potluck. Sometimes afternoon events are preceded by the potluck, or we just have tea & cookies after the event.)
* Send a group “Save the Date” email as early as possible

**A few weeks in advance:**

* Confirm with the host & speaker. Be sure you have a correct address, and ask for any specific directions. Is there a place the host prefers that people park? Do you need to bring any materials? If the gathering includes a potluck, do participants need to bring lawn chairs or plates?
* Send an email to the group, with specific information, such as directions, where to park, etc. Ask for an RSVP!

**The week of a gathering:**

* Send a reminder to anyone you have not yet heard from, and ask for an RSVP.
* Confirm with host and speaker, with a head count and a list of names. Hosts like to know who is coming.
* Send an email reminder to those planning to attend, bringing the address and any additional information to the top of their inboxes.
* Print out a sign-in sheet to bring with you to the event.
* If you are leading the event, do your own preparation!
* (This is when you may want to identify the next host and speaker, too!)

**After the event:**

* Document attendance. (CHC uses an AirTable database to track Woodlots landowners, gatherings, and other relevant Woodlots information.)
* Send a follow-up email to the full group, with any links or information discussed during the event.
* Send an email to thank the host.
* If you had a guest speaker, send them a thank you email and be sure to deliver an honorarium if this is something you discussed.