

# So! You want (or are at least willing) to do a function at the WLYC ?

## Guidelines and Suggestions for Volunteer Function Organizers

- **Be Positive, Be Creative.** You'll have Fun before you know it.
- **Don't go it alone.** Make contact with other members to help out. Some may be too busy to help – others can help for different phases (planning, phone calls, set up, clean up etc.)
- **Be somebody.** You know the saying, "Somebody should do such and such..." Well, BE SOMEBODY! Designate a leader/contact person. This person can be the go-to for questions and helps the others stay on track.
- **What's Happening?** Pick a theme/concept (toga party anyone?). Events can include food, music, dancing, games...
- **Say when?** Check out the online calendar for open dates ([www.wlyc.com](http://www.wlyc.com)) and let the Commodore or another flag officer know what date you'd like to use.
- **Divide and Conquer.** Divide up the various tasks for the event (set-up, running the event, cleaning up). Don't forget, clean-up happens before the club opens the next morning!
- **Show me the money.** Figure out what expenses you expect (food, decorations, entertainment, etc.); then, figure out what fee to charge. Some events are low-cost (borrowed karaoke machine, donated decorations, food is pot-luck, etc) and no fee is necessary. More expensive events require cover charges (e.g., Comedy Night includes professional comedians); these require a limited number of tickets to be created (the bar can assist in selling tickets). The maximum number of tickets is about 160.
- **Get Wacky and balanced.** All WLYC events accept one or two Wacky Bucks (Five Dollar Value) for part of the Members' payment. The good news is that you can count this as part of your revenue. The goal is that each event is self-sustaining (break-even). There are always unforeseen expenses or uncertain attendance, just make sure the event is fun and you won't have too many problems!
- **Get the word out.** After getting approval from the Commodore, it's time to create and print flyers, send announcements for publication to the webmaster ([webmaster@wlyc.com](mailto:webmaster@wlyc.com)), send email blasts to the membership ([members@wlyc.com](mailto:members@wlyc.com)), activate the phone tree (new members each have a set of names to contact). The flag officers may also promote your event with an email blast to [messages@wlyc.com](mailto:messages@wlyc.com) that goes to everybody!

**WLYC is You**  
[www.wlyc.com](http://www.wlyc.com)