

# **Volunteer Appreciation Event Coordinator**

**Mission: Coordinate a lunch or dinner event to recognize and reward all Minnesota Pinto volunteers.**

- Determine event date (generally in February)
- Determine location
- Determine budget for meal, activities and door prizes
- Determine menu
- Contact Board and Committee chairs to prepare guest list based on volunteers from the prior year
- Plan schedule – social time, meal and activities
- Prepare an E-vite, and/or a private Facebook event to invite guests
- Prepare and send an e-mail to remind guests
- Arrange for pick up / delivery of food / snacks/ beverages
- Arrange for help in setting up and cleaning up
- Secure door prizes
- Plan social activity and arrange for supplies if needed
- Purchases napkins, plates, utensils, and any other supplies needed