**ENTERTAINMENT CLUB CHAIR DUTIES**

**Scheduling**

* Try to schedule an event monthly (typically activities have been scheduled for the 3rd week of the month, but it doesn’t necessarily have to be that way). Try to juggle or schedule around when SOS or other activities are to spread out the fun throughout the month ☺
* Invitations
	+ Send out an Evite the Monday before the event.
	+ Share the Evite on Facebook the Monday before the event.
	+ Send a reminder via Evite the day before the event.
* Children: there are some activities where having kids attend works great (i.e. movie nights, some of the craft activities, etc.) That said, EC events are typically scheduled for later in the evening and it can be difficult to accommodate everyone’s schedules – don’t lose heart! Just try to make an effort to accommodate the kids when it is possible.

**Examples of activities**

* Wine and/or beer tasting (Brix Wine and Cheese shop, Backpocket Brewery, etc.)
* Holiday recipe exchange parties (these are nice to do the month after a more expensive event)
	+ Have each person who attends bring a prepared version of their recipe and a copy of their recipe to exchange with others. Provide drinks and a few additional snacks.
* Movie nights (switch off between Sycamore Mall theater and Coral Ridge to accommodate where everyone lives)
	+ I typically provide two movie choices and then have those who can attend vote for which one they’d prefer
	+ A great option if you’d like to try to include kids
* Craft Nights
	+ Canvas painting at Brush and Barrel
	+ Ceramic painting at Renee’s Ceramic Café
	+ Sewing or Knitting at Home Ec in Iowa City
	+ Holiday-themed craft nights (i.e. Halloween, Easter, etc.)
	+ Felt blankets for UIHC
* Cooking classes at New Pioneer (if available)
* Baking goodies for Ronald McDonald House in Iowa City

**Reimbursement**

* Either snap a photo of your receipt and email it to the treasurer, or send the physical receipt to the IMP mailbox. The treasurer will cut you a check as soon as they can.

**Expenses**

* I tried to keep the events to about $100 per month, give or take a little. This usually allowed for me to cover most of the cost of the activity, depending on the size of the group. If you do a bit more expensive activity one month, try to balance it the next month with something like an appetizer exchange or more inexpensive activity. Make sure to disclose in the Evite if members are going to have to contribute any of their own money for the event.