**Welcome Brunch Checklist**

* Set date & reserve Location, usually held one of the last weekends of July ( previous locations: University Hospital East Room, University Club on Melrose) 9-12 AM works well
* Catering
* Add to Calendar and inform members of date
* Contact UICCU about donating bags
* Solicit for Door Prizes ( try to get enough for 1 for each person)
* Contact Richard Saunders from HR to speak for 15 mins about benefits
* ([richard-saunders@uiowa.edu](mailto:richard-saunders@uiowa.edu))
* arrange for Child Care
* discuss if we will have someone there to renew memberships on a laptop