**Special Events Committee**

# Committee Meetings & Events

* Committee meets the first Wednesday of each month at noon
* Fall Mixer: typically late September or early October
* Holiday Party: typically the first week of December
* Spring Mixer: typically late March or early April
* ATHENA International Awards Banquet: Thursday, May 12, 2022
* Roses for Mentors: typically delivered during ATHENA week
* Flash Networking: scheduled by the committee as desired throughout the year

# Committee Budget Items

## ATHENA

* Décor: $500
* Postage: $50
* Dinner Catering: $2500
* Finalist Awards: $400
* *Becoming ATHENA* Book (gift for recipient): $20
* Licensing/Awards: $2400

## Fall Mixer

* Catering: $350
* Supplies: $100

## Spring Mixer

* Catering: $350
* Supplies: $100

## Holiday Party

* Supplies: $100

# Committee Sponsorships

## ATHENA

* Presenting: The Trust Company
* Awards: First Mid Bank & Trust
* Livestream: A2D Events
* Gold: Commerce Bank, Dave Griggs Flooring America, First State Community Bank, Veterans United Home Loans (could sell 2 more)
* Silver: Unsold (could sell 2 more)
* Dinner Catering: Unsold
* Video: KOMU 8 & Mid Missouri’s CW
* Décor: Andrea Lyn Events
* Location: Stephens College
* Printing: Shelter Insurance Companies-Main Office
* Design: Visionworks Marketing Group
* Media: The Columbia Missourian, Cumulus Media, Inc., MAAD Creative LLC, COMO Magazine, KMOS-TV Missouri PBS (could sell 2 more)
* Beverage: Serenity Valley Winery
* Floral: DogMaster Distillery
* Roses for Mentors: Unsold

## Fall Mixer

* Presenting: Hawthorn Bank
* Gold: Unsold (could sell 2 more)
* Catering: Unsold
* Beverage: Unsold
* Door Prize: Serenity Valley Winery

## Spring Mixer

* Presenting: Hawthorn Bank
* Gold: Unsold (could sell 2 more)
* Catering: Addison’s
* Beverage: Macadoodles
* Door Prize: MAAD Creative LLC, Serenity Valley Winery

## Holiday Party

* Presenting: Veterans United Home Loans
* Gold: Unsold (could sell 2 more)
* Silver: Unsold (could sell 4 more)
* Food, Beverage & Location: Les Bourgeois Vineyards
* Décor: DogMaster Distillery
* Door Prizes: Les Bourgeois, MAAD Creative, Serenity Valley Winery

# Committee Monthly Tasks

## July

* Select date, location and theme for Fall Mixer
* Recap summer flash networking, if applicable

## August

* Select first/second choice for Fall Mixer location, food and beverage, if not sponsored. WN Director will reach out to vendors and report back.

## September

* Plan and purchase décor and any items needed for activities for Fall Mixer
* Select date, location and theme for Holiday Party
* Option to plan a fall flash networking, ideally halfway between Fall Mixer and Holiday Party

## October

* Final arrangements for Fall Mixer; set up for and attend the event
* Decide if Holiday Party will include a basket raffle and if so, designate a raffle coordinator

## November

* Recap Fall Mixer and make notes for next year’s committee
* Plan and purchase décor and any items needed for activities for Holiday Party

## December

* Final arrangements for Holiday Party; set up for and attend the event
* Option to plan a January/February flash networking

## January

* Recap Holiday Party and make notes for next year’s committee
* Select a theme and event colors for ATHENA Banquet; option to designate a décor subcommittee
* Select first and second choice for location, food and beverage, if not sponsored. WN Director will reach out to vendors and report back.

## February

* Continue planning ATHENA as needed
* Select first/second choice for Spring Mixer location, food and beverage, if not sponsored. WN Director will reach out to vendors and report back.
* Select and book an emcee for ATHENA

## March

* Initial contact with Roses for Mentors florist; select rose color
* Continue planning ATHENA as needed
* Plan and purchase décor and any items needed for activities for Spring Mixer

## April

* Final arrangements for Spring Mixer; set up for and attend the event
* Continue planning ATHENA as needed – floral order should be placed no later than one month out
* Schedule volunteers to help with ATHENA setup and clean up
* Create Roses for Mentors delivery routes and schedule volunteers

## May

* Final arrangements for ATHENA and Roses for Mentors; set up for and attend the events
* Recap Spring Mixer and make notes for next year’s committee

## June

* Recap ATHENA and Roses for Mentors and make notes for next year’s committee
* Option to plan a summer flash networking event