



## **Barbara Wilson Women’s Luncheon 2021**

### **Event Description**

An annual stewardship event designed to honor women philanthropists.

### **Event Details**

Event Type	Stewardship
Theme	Women’s philanthropy
Venue	remote – a virtual event (See options 1 & 2 below)
Date	March 25, 2021
Time	12:00 p.m.
Expected Attendance	80-100

### **Description**

#### **Option 1:**

Guests will receive an invitation to event. Event includes a catered, take-home lunch by a local restaurant/caterer. Considering Tastebuds, Ring-a-Bell catering, Pybus Bistro. At curbside pickup location, guests will each receive a rose, pre-ordered lunch and students may be present with welcoming signs. Virtual event follows, and takes place with featured speakers and recognition of this year’s philanthropist of the year.

#### **Option 2:**

Guests will receive an invitation to the virtual event, as well as a mailed care package. No catered lunch involved. Virtual event takes place at a scheduled day and time with featured speakers and recognition of this year’s philanthropist of the year

### **Volunteer Duties**

#### **Option 1:**

- Prepare pickup location with parking cones, traffic flow, directional signage

- Create “welcome/thank you for your support” signage and organize student volunteers; prepare/hand out roses; hand out lunches; direct traffic at pickup location.
- Break down event: pack up all gear used for event
- Provide feedback to events and outreach committee regarding what went well and areas of improvement

**Option 2:**

- Prep care packages for mailing

## **Timeline**

### **Option 1**

<b>Time</b>	<b>Task</b>	<b>Contact</b>
10 am	Pre-set up: organize volunteer stations, items, signage	
10:30 am	Volunteers arrive to set up parking lot, signage, rose distribution, lunch distribution	
10:15 am	Caterers have food ready for pick up	
10:30 - 11:30 am	Guests arrive for food pick up	
11:30 – 11:50 pm	Volunteers clear parking lot/pick up area	
12:15 pm	Virtual program starts (virtual presentation to be watched from home)	
1:00 pm	Virtual program ends	
1:15 pm	Virtual event ends	
	Debrief at next committee meeting	

### **Option 2**

<b>Time</b>	<b>Task</b>	<b>Contact</b>
n/a	Invitation and care packages were mailed at a previous date.	
12:00 pm	Virtual program starts (virtual presentation to be watched from home)	
12:45 pm	Virtual program ends	
1:00 pm	Virtual event ends	
	Debrief at next committee meeting	