

## **Women Empowered & Enlightened (WEE) Event Hosting Frequently Asked Questions**

### **Bidding**

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| 1.  | Is there a set number of members and/or members in good standing in a Club in order to be awarded the bid?<br><br>Answer: No, not a set number, but you will need the full support of your membership to get the job done.  |
| 2.  | If our Club does not win the Bid for the Fall Event, may our Club resubmit for the Spring Event?<br><br>Answer: Yes, the original bid may be re-submitted if the Fall Event/State Conference is not held in your Club's Region.   |
| 3.  | What will our Club gain from having hosted an Event other than the \$100?<br><br>Answer: Your Club will receive a State Conference registration credit of \$25 for each member attending that year's BPW/NC Conference. In addition, you will showcase your Club to your hometown and surrounding communities, receive statewide recognition, and your members will receive an enormous sense of accomplishment for a job well done.                    |
| 4.  | Does the Event have to be correlated with a local promotion?<br><br>Answer: No, it does not.  |
| 5.  | Does the theme that a Club selects have to coincide with the current State Theme?<br><br>Answer: That would be appropriate, but it is not mandatory. For example, you may be using a local festival, historic significance of your town, or geographical location as your coordinating theme.   |
| 6.  | How much information is required for the bid form about the program our Club proposes?<br><br>Answer: It is understood that the majority of the program will be developed after the bid is awarded. However, the information needs to be sufficient to interest those making the choice to select your bid.   |
| 7.  | Could you give some examples of that "little something extra" that a Club or a Venue could offer?<br><br>Answer: The Club could engage the members in a fun/physical activity, special favors, or a renowned speaker.   |
| 8.  | Are sponsors mandatory for the Event?<br><br>Answer: No.  |
| 9.  | If our Club sells sponsorships for the Event, where does that money go?<br><br>Answer: Money sold for sponsorships will be used for the expenses of the WEE Event. These sponsorships can be used to reduce the cost per member of the event.   |
| 10. | Are the dates flexible? For example, what if the proposed venue is already booked for that weekend?<br><br>Answer: Although the dates chosen are preferred, we have worked with other Clubs who have had scheduling problems. It is important to notify the State Leadership Development Chair and the State Vice President as soon as possible if the date needs to be changed in order to distribute the information to the members across the state. |

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### **We Won the Bid – Now What?**

11. After our bid has been accepted, what is the first step our Club should take?

Answer: Find a venue, develop a list of possible speakers, especially if they charge, and then work on the budget to be approved by the State LD Chair and the State Vice President.

12. Are there any time requirements on our Club to develop the program for the WEE Event?

Answer: Nothing is set, but the quicker the better in order to expedite the planning process.

13. How much help can we expect from the State Leadership Development committee?

Answer: The State LD Committee is there to help in any way they can: answering questions, giving suggestions for speakers, helping determine the budget, etc. There will be many conference calls to iron out all of the details. You are not in this alone.

14. Does the Event need to provide all three components (professional, political, and personal)?

Answer: The Bid Form suggests that this would be a workable format. However, it also states “and/or”. This allows for timing issues which might preclude all three components being included.

15. What should the duration of the event be?

Answer: The format is a one-day information/training conference, with time to network. The event is held on a Saturday, with a Friday night networking event for those wishing to arrive the night before. Normally, the event begins at 9 a.m. and ends by 3 p.m.

16. Is it the decision of the Club to decide on the BPW component?

Answer: All items should be shared with the State Leadership Development Committee. One of the suggestions from the Leadership Development Committee is to use a component of the Individual Development Program.

17. What items about the WEE Event may be approved by our Club alone?

Answer: All items should be shared with the State Leadership Development Committee.

18. What items about the WEE Event must be approved by the State Leadership Development Committee?

Answer: The State Leadership Development Committee should be involved in all of the final decision making for the event.

19. What is the budget limit that the State will reimburse?

Answer: The WEE Events are to be self-sustaining events. In other words, the expenses must be covered by registration fees and/or sponsorships.

20. How do we pay for any up-front expenses if we don't have enough money in our Club treasury?

Answer: A request would be sent via the State Vice President to the State Executive Committee for consideration.

21. Is it possible to request funds from the State for paid professional speakers?

Answer: The WEE Events are to be self-sustaining events. In other words, the expenses must be covered by registration fees and/or sponsorships.

22. Is the host Club responsible for collecting Registration money?

Answer: No, the State collects all money, which goes into the WEE Event Fund, and pays all expenses with proper documentation.

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**23. When will we receive the \$100 for hosting?**

Answer: Your Club President will receive a check on the day of the event. The \$25 per member credit will be noted for State Conference registration.

**24. Is our Club responsible for preparing a printed program for the WEE Event?**

Answer: Yes, there should be a printed program which is developed by your Club with input from the State Leadership Development Committee.

**25. What should be provided to the attendees in addition to favors and a program?**

Answer: Lunch is a required part of the event. The program should have an educational component to be of value to the attendees.

**26. Are table decorations necessary?**

Answer: Table decorations are not required. However, a simple arrangement or items that speak to the theme have been used in the past.

**27. Is the networking opportunity just the Friday night social or must it be included in the Saturday program as not all attendees will be present on Friday night?**

Answer: The Friday Night Social is a relaxed atmosphere for fun and fellowship as well as an opportunity to network. During the program on Saturday the attendees could be reminded to take the time to connect with table companions and use the breaks/lunch as a networking opportunity.

**28. Does our Club need to prepare any advertising materials for the WEE Event?**

Answer: Yes, a one page flyer should be prepared in order to advertise the WEE Event.

**29. Are there any deadlines for delivering any advertisements?**

Answer: Yes, there should be an advertisement ready to include in the Tar Heel Woman issue on September 23 or March 23 for the Fall or Spring WEE Event, respectively.

**30. Should our Club prepare an evaluation form?**

Answer: It is not mandatory but it would be a powerful tool for reflection on both the local and state level. The State Leadership Development Committee would be happy to provide an example.