

## To-Do List

### CLUB EXPO

**What:** An event put on by the Community Association (CA)

**When:** Club Expo happens annually in mid- January

**Where:** Trilogy Ballroom

**Who:** The activities Director of the CA is the organizer and the contact person for the event. Every club is invited to attend. It is voluntary.

**Why:** Its purpose is to introduce Trilogy residents to the many clubs (28) Trilogy has to offer.

Since the CA supports special events that we sponsor in order to raise funds for the club, the club should participate in this event whenever possible. Reaching the new residents of Trilogy is the goal.

People who visit our table often mention that they played years ago. The club encourages the volunteers to offer their time to hit with the prospective member, if desirable, and inform them of the weekly open-play / drop-in opportunities. Such offers may result in new residents joining the club.

- In early December look for the Activities Director invite to have a table at the Expo.
- Respond to it. When asked request a table cloth, up to 4 chairs, table next to an electrical outlet.
- Recruit 3-4 volunteers, usually board members, fellow tennis players, and an IT person who can bring a laptop to display our website.
- The club has a banner that can be attached to the table. **Other supplies to bring:** club application forms, handout that describes club activities, welcome flyer, large tennis ball and tennis gear for display, candy bowl or small water bottles to give away, and duct tape or clamps to attach banner if used. If necessary, submit receipts for supplies to club treasurer for reimbursement.