



Former Board Member Reception Pre and Post Event

Emeritus Board Reception
March 19, 2025 5-7 pm
Moorings Park
Seasons Private Dining Room
120 Moorings Park Drive, Naples, Florida

Goal: Re-engage former board members through building relationships, recognizing their impact on the organization, and re-connecting our legacy leaders.

Invitees: CFL Former Board Members from the past ten years, key current Board Members, key staff, Alumni Council.

Speakers:

- Barbara Evans, President and CEO
- Tyler Knight and Tien Nguyen, Alumni Council Co-Chairs
- Alan Horton, Founding Board Member (Vice Chairperson)

Task highlights:

- Share invitations are being sent electronically
- Draft script
- Draft attendee bios
- Draft briefing binder
- Review draft script
- Review briefing binder materials
- Share current RSVP list
- Send Staff Attending Email
- Send Board and Speaker Attending Email
- Send attendees Know Before You Go Email



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Pre-Event Tasks				
Task	Notes	Lead	Support	Status
Establish Date/Time/Location	Moorings Park – Alan Horton	Alumni	DVP/BE	Complete
Invitation	Created in Canva	DVP	Alumni/BE	Complete
Invite List	Volunteers from past ten years, current board, staff, and Alumni Council members	DVP	BE, Alumni	Complete
Invites sent through Constant Contact		DVP	SF	Complete
Venue walkthrough	Alumni Council & Alan	Alumni	DVP	Complete
Registration Form	Online via Constant Contact	DVP	Alumni	Complete
Briefing Binder	Goal for event, RSVP list with bios, script/program outline to send to speakers	DVP	Alumni	Complete
Food and Beverage	Moorings Park – Alan Horton	DVP	Alumni	Complete
Food and Beverage Payment	Moorings Park – Alan Horton	DVP	Alumni	Complete
Program Outline		DVP	Alumni	Complete
Monitoring RSVPs	Constant Contact, RSVPs due March 12th *Follow up with folks who should be there	DVP	Alumni	Complete
Attendee Bios	For Briefing Binder	DVP	BE, Alumni	Complete
Welcome Sign	Created/Picked Up/Paid	DVP	SF	Complete
Timeline Items	NCEF set up? Past news and collateral?	DVP/Alumni	SF	
Gift for Alan		DVP/Alumni	BE	Complete
Coordinating Drop-Off of Items	See packing list below	DVP		Complete
Photo Slideshow	Animoto with music	DVP/Alumni	SF	Complete
Video	From NFC, edited	DVP	SF	Complete
Centerpieces	Photos/updates of alumni	DVP	SF/Alumni	Complete
Photographer	Brian Janssen	DVP	SF	Complete
Know Before You Go	Send to all registrants by Monday, March 17th	DVP	Alumni	Complete



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Name Tags	w/ Ask Me About, Magnetic Style Print Tuesday, March 18th	DVP	Alumni	Complete
Packing List	See below	DVP		Complete
Post-Event Tasks				
Task	Notes	Lead	Support	Status
Attendee Thank You	Sent via Constant Contact (including volunteer needs and upcoming events: GA, Induction, C&G)	DVP/Alumni		Complete
Marking attendance in RE		MP	DVP	Complete

Packing List:

- Refreshments/Other
 - Ziplock bags
 - Trash bags
 - (1 container) Clorox wipes
- Check-In/Tables
 - (1-3) Easels
 - Welcome Sign
 - (1-2) Magnetic Board for Name Tags
 - Name Tags (pre-printed)
 - Blank Name Tags (magnetic)
 - Blank Name Tags (stickers)
 - Sharpies for Name Tags
 - CFL Tablecloth
 - NCEF MTK timeline setup?
 - (5) RSVP lists
 - (10) Program Outline/Scripts
 - Centerpiece materials
- Collateral:
 - Save The Date Bucksip for GA
 - General Brochure (in plexi holder and extras for tables)
 - Pop-up banners
 - Annual Report
 - Business Cards