



HOW TO SPONSOR A SUMMER IN THE CITY EVENT

If you are considering sponsoring a WIC event at a public venue, such as a museum, National Park, historic site, or other location, here are some steps to get you started.

1. Select a location, museum, historical site, or other destination.
2. Call the location to inquire about dates they are open, times, etc.
3. Can a group just come to the place without prior planning?
4. Are there docent-led tours?
5. Is there a minimum or maximum number for a group tour?
6. Is there a fee for admission?
7. If there is a fee, include "Please send a check for (amount) to (sponsor's name) by (date)" in your event description.
8. Select a date by checking the WIC Quick List, on the www.renmember.com website.
9. If the destination is not local, determine how members can get there. Carpool? MARC train? Chip in for Freedom Van rental?
10. Write up your description including:
 - Date and time of event
 - Event title with address
 - Sponsor's name and email address
 - Short description, including number of participants, parking info, length of event, handicapped accessibility, cost, and other key details. ***See sample event listings on this website.***
11. Email write-up to risummerinthecity3@gmail.com by the April 12 deadline.
12. Contact Committee Chair, Susan Serotte, with questions: nsed7915@comcast.net, (410) 949-0508