



## HOW TO SPONSOR A WINTER IN THE CITY EVENT PChappell

*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 (Many places do have an admission charge.), determine whether each member can pay directly, on the day of the event, or if money must be deposited in advance. If the latter, state, "Please send a check for (amount) to (sponsor's name) by (date)" in your event description.
8. Select a date by checking the WIC calendar, on the [www.renmember.com](http://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 [riwinterinthecity2@gmail.com](mailto:riwinterinthecity2@gmail.com) by the November 9 deadline.
12. Contact Committee Chair, Susan Serotte, with questions: [nshed7915@comcast.net](mailto:nshed7915@comcast.net), (410) 949-0508