

Effective Planning for a Successful Grange Month Open House and Award Ceremony

The purpose of Grange Month is to promote the Grange in your community, to encourage people to think about the Grange as a community-oriented organization, and to invite non-members to join in our efforts. It is also a time to revitalize interest in the Grange among those members who may not be attending meetings on a regular basis.

This year, the National Grange is encouraging all Subordinate Granges to organize an open house and award ceremony as a program in recognition of Grange Month. The following are some guidelines for organizing the event:

6-8 weeks in advance:

set the date and time for your open house and award ceremony; appoint a committee to assist the Lecturer; and, determine a working budget for speakers, entertainment, awards, refreshments, etc.

4-5 weeks in advance:

display posters announcing the open house and award ceremony; send letters to special invited guests; send a newsletter with open house and award ceremony information to all members of the Grange; order special awards from the National Grange; develop a list of potential members to invite to the event and send invitations; order the winning T-shirt from the "National Grange T-shirt Contest" for each of your Grange members; and, send press releases to the local media so they can place the event in their "calendar of events."

2-3 weeks in advance:

finalize program details; post committee responsibilities – hall cleaning, food preparation, decorations, displays, etc.; and, resend press releases to the local media and conduct follow-up calls.

1 week in advance:

telephone invited special guests to remind them and get a commitment for attendance; telephone non-active members to encourage them to come; conduct a rehearsal for the program if possible; and, review all details with officers who have not been an active part of the working committee.

1 day in advance

send media advisories to the local media in your community and conduct follow-up calls.

The day of the event:

set up the hall and decorate; prepare refreshments; have awards ready for presentation; arrange displays of Grange activities; make follow-up calls to the local media; and, take a deep breath and enjoy the event.

The day after:

send or telephone "thank you" messages to those who assisted; follow-up with potential members to see that they are marking their calendars for the next meeting when they will be officially welcomed into your Grange; and, send press releases to the local media letting them know about the success of the event and who received the "Grange Community Citizen" award and make follow-up calls.

