

Regional Event Manual

PrimeTimers® Worldwide



March 11, 2024

Concept and Purpose of Regional PrimeTimers® Events

This concept of regional events was developed to help Chapters provide a local/regional event that would be of great interest to Chapter members from their regional Chapters (and any other Chapters that might have interest.)

It can be sponsored by one Chapter or by several Chapters joining together to create/host an event. While usually for a specific geographic area, regional events can be open to all PrimeTimers® from any region, if the host desires a larger event.

Having more than one Chapter involved makes the organizing and operating of the event easier. It is best if a regional event being planned does not conflict with other multi-Chapter gatherings or any other PTWW sponsored event.

NOTE that regional events should not be scheduled anytime in the 3 months before a PTWW convention.

There are no 'hard and fast' rules. The regional event may attract as few as 25 or as many as 150+ attendees. PTWW will help support and publicize the regional event to encourage greater attendance. Regional Chapters should be encouraged to join in the planning for the event to make it truly "regional". These same Chapters might be asked to provide small amounts of funds to use to begin the event, funds to use prior to receipt of any registration fees.

Who is it for?

A regional event is for local, distant, independent and all Chapter members (and their gay friends) to gather in a positive, social and educational atmosphere. Planning should make the event moderately priced to not discourage participation. The event should create visibility of the organization(s) and should encourage non-member attendees to join PrimeTimers®.

Some ideas for a regional event:

The local Chapter or Chapters might pick a local event or special/nice resort in a resort area to be the catalyst for the event. The event hotel or event resort should be noted as the 'host' for the regional event.

Some steps that are involved:

1. The Chapter OR a regional organization/board is created for a group of Chapters and a decision comes forth to hold an event.
2. 2-4 days are set for the regional event

3. The event Board decides on what they want to plan for the attending guests. Some thoughts are:
 - a. A welcome reception at the regional event venue.
 - b. List of local things coinciding with the regional event.
 - c. Meals: breakfasts? brunches? banquet?
 - d. Conducted side trips to area attractions.
 - e. Local hotel recommended for the event and costs with availability.
 - f. The Application for Regional PrimeTimers® Event is sent to PTWW for the Worldwide Board to confirm the regional event, being sure to include all the required details.
 - g. Presenters for special sessions on topics of interest are selected to encourage attendance.

What happens after Application is approved by the PTWW Board?

1. The event Board members create a regional event budget.
2. The event Board creates the registration form and determines how this form will be distributed. (Online, direct mail, via Chapter emails, etc.)
3. The event Board selects a data manager to manage the registrations and data collection needs.
4. The event Board selects a Treasurer to handle registration/event payment funds and reports periodically to the event Board.
5. A local host hotel/resort is finalized and information is published for possible attendees to see.
6. Catering and meeting space needs are developed and then arranged with the host hotel/resort.
7. The regional event Board lays out the meeting room needs (including space for PTWW to have a meeting, IF REQUESTED by PTWW.)
8. Write periodic articles (monthly or quarterly) to publish on the PTWW website and/or the event's own website AND in the PTWW 'PrimeTimes' News Desk and regional Chapter newsletters.
9. Plan for attendee help (airport pickups, local transportation, beverages, snacks, any special needs, etc.)
10. Create a welcome packet:
 1. Wearable nametag.
 2. A list of all events with their locations and times.
 3. Map of the area.
 4. Give-away items for the packet (water bottle, maybe a t-shirt, candies/snacks, etc.)
 5. List of gay businesses in the host location.
 6. List of nearby restaurants with cost range noted.

APPLICATION FOR REGIONAL PRIMETIMERS® EVENT

CHAPTER OR CHAPTERS PLANNING THIS EVENT:

NAME OF THE REGIONAL EVENT:

DATES PROPOSED FOR THE REGIONAL EVENT:

FULL DESCRIPTION OF THE PROPOSED REGIONAL EVENT:

Signature of the Event Director

Date

Send this completed form for approval to:

president@primetimersworldwide.org

vicepresident@primetimersworldwide.org

Follow-up Check List for Regional Event Staff Use

1. Be familiar with the Regional Events Manual.
2. Achieve support from local Chapter(s).
3. Complete the application for PTWW recognition/support.
4. Formulate lists of all volunteers needed and method of achieving the needs.
5. Prepare news releases for various webmasters/websites and for use in Chapter and PTWW newsletters.
6. Prepare the regional event budget.
7. Create the regional event registration form AND registration process
8. Appoint an event Treasurer (and separate accounting for events funds from funds of a Chapter or Chapters.)
9. Plan for gathering of attendee “bag” items
10. Create event Welcome Letter
11. Create preliminary, then final regional event program.

PTWW can provide examples of forms such as an event registration form and/or other event ideas for use by local event planners.

The “Regional Events Manual” approved by vote of Board of Directors:

Original: 3/10/2020

Minor updates including new email addresses made on 3/11/2024

Reviewed: 2024-03-12 DG

