

Over the internet the following motion was Moved by Becky Thompson, seconded by Jack Harney and passed by the ML Tennis Executive December 14th 2022.

To be handed out to all volunteer conveners:

Thank you for volunteering to lead one of our important and anticipated tennis activities. The tennis club executive and membership are extremely grateful.

To ensure continuity with all events the tennis club asks you to follow these guidelines:

Start time: Three and a half weeks before your event

- Set up your event on Court Reserve. Identify your event if you have more than one start time (ie ladder session 1, ladder session 2). Need help? Contact Ken Morris kenmorris@mac.com
- Ensure members can sign up for your event immediately with Ken Morris' help.
- Broadcast your event via an email blurb **three** weeks before. Send your message to Naz, our communications director at meghjinaznin@gmail.com
- Send out two more reminder emails, each a week apart.

If you have a budget: please familiarize yourself with its parameters. Questions? contact Greg Freeman: greg900@bell.net

On the Day of the Event: Please wear red and white and name tags to help identify yourselves as the hosts of the event if needed.

Once again, thank you so much for your contribution to our tennis club's wonderful program. We all help make it happen!