



LWV-VA EVENT POLICY

Approved June 24, 2021; Amended November 8, 2021

This policy applies to internal issue group events and public events and helps protect the reputation of the LWV of Virginia.

Local leagues, MALs, Leagues-at-Large, or members may not host an event billed as an event of the League of Women Voters of Virginia (LWV-VA).

No local league will invite Virginia executive branch officials to their events without approval by the LWV-VA Board via the President.

Before any Issue Group hosts an event or establishes a subcommittee to work on an event (whether alone or with a partner organization) they must send a written outline at least 8 weeks* in advance of proposed event date to the President, Issue Group Coordinator, and the State Events Coordinator with the following information.

- Purpose
- Date or date range
- Proposed speakers
- Cost
- Location (or virtual)
- Whether it is a League member only or public event
- Marketing campaign
- Partner organizations invited to co-host or participate
- What other resources the issue group will share to attendees following the event - data, recordings.

Issue Group events will be coordinated with the State Events Coordinator. The State League will sell tickets through its Eventbrite account only and, if held virtually, will be done so through the League Zoom or other media account as will all planning events.

Official promotional materials must be approved by the State President and distributed only by the approved channels of the LWV-VA.

Contracts for speakers or meeting sites must be signed by the President or person designated by them.

Planning and marketing of an event will begin only after the event is approved by the LWV-VA Board via the President. The group working on the event will check in with the State Events Coordinator at least once a week in a manner the coordinator establishes to meet benchmarks for a successful and organized event.

League of Women Voters of Virginia

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If the event is being produced by LWV-VA issue groups, they will give the Advocacy Chair the name(s) and brief bio (or link to bio) of each proposed speaker. If approved by the President, the Advocacy Chair will work with the group to issue the invitation.

All event attendees will receive an event evaluation created in conjunction with the State Events Coordinator.

The coordinator of the event will give the State Events Coordinator a follow up report containing the following information:

- The number of volunteers involved in the event;
- The number of attendees broken down by League and non-League members;
- The number of partner organizations involved;
- Problems encountered and ideas for improving future events.

This report is due two weeks after the event.

*If an issue or study group wants to host a speaker(s) for an issue/study group-member only, closed event for the purposes of education of its members, it may present the request for board approval four weeks in advance.

If you have any questions about this policy, please contact the LWV-VA State President at president@lww-va.org.