



ARIZONA FEDERATION OF GARDEN CLUBS, INC.

AFGC PROCEDURE EVENT CALENDAR

- Log on AFGC Website and check the Event Calendar to determine if any other event is scheduled on the same date.
- If the date is open and the presence of the AFGC President to attend is desired, contact the AFGC President and/or AFGC President-Elect to ascertain that she is available to attend.
- If the AFGC President can attend, then immediately contact the AFGC Event Calendar Chairman via e-mail or telephone to secure the date. Do this step as the date may have been requested with the chairman before the event has been posted on the AFGC Website.
- The AFGC Event Calendar Chairman shall post the event on the website event calendar OR the chairman shall notify the AFGC Website Chairman to post the date of the event on the website event calendar.
- Provide the following information to the AFGC Event Calendar Chairman: event name, date of event, where located, time, featured speakers, registrar's name, telephone number, address with zip code plus e-mail address, registration fee and to whom to make check payable.