

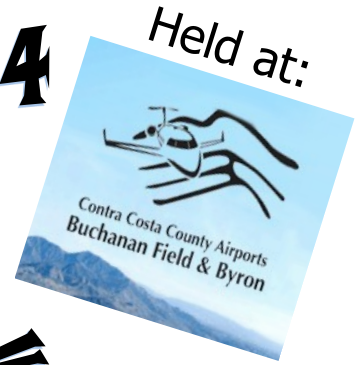


# Girls IN AVIATION DAY

A Women in Aviation International® Event

# September 28, 2024

# 9AM-2PM



## Help Needed:

### DAY OF:

- Pilots with Static Display
- Escorting Girls & Families on Ramp
- Running Registration Table
- Helping with food & drinks
- Volunteering at an Activity Table
- Running the Raffle
- Taking photos / videos

- Helping Set Up Outside
- Handy Man/Woman
- Gopher / General Helper
- Giving Safety Briefings & Handing out Swag Bags
- Time Monitor
- Organizing the raffles that come in

### BEFORE:

- Requesting Proclamations
- Cleaning Clubhouse
- Organizing Registration Table
- Writing Safety Briefing
- Planning an activity
- Updating websites
- Finding sponsors

- Media Coverage / Social Media
- Public Relations
- Helping Set Up Inside
- Preparing for Outside Set Up
- Helping organize speaker for the day
- Reaching Girls – contacting schools, scouts, organizations
- Requesting donations (letter/email)

### AFTER:

- Sending Registration info to WAI
- Updating websites

- Writing thank you notes to volunteers
- Writing thank you notes to sponsors

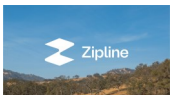
**IS THERE SOMETHING NOT ON THE LIST? ALL IDEAS ARE WELCOME!!**

**Email Keri.Martin@AWAM16.com**

Partners & Activity Sponsors:



Guild of Quilters of Contra Costa County



**Visit AWAM16.org | Support on-Event**

