



Your guide to hosting A CVSA Social



Become a Social Host for CVSA

Host a social gathering to help CVSers and their supporters meet others with CVS. These gatherings are meant to make connections with others by giving and/or getting support, sharing stories, and building a sense of community.

We want to help you get support closer to home, and are hopeful that a CVSA social will offer just that. The goal of these socials are to offer friendship, support and camaraderie among attendees.

Thank you for considering hosting a CVSA Social – we are here to support your efforts! For more information, please email the office at cvsa@cvsaonline.org.



Step 1: Find a location and set the date/time

Check with venues in your area for a social location. Some ideas to start with include hospital conference rooms, church rooms, community centers, libraries, gyms and parks. When deciding on a location and date take into consideration the weather, holidays, the venue's dates and vacation schedules. The best days to have a social are Saturday or Sunday.

Themed socials are good too! Consider CVS International Day (March 5th), Halloween, Christmas, and Valentine's Day. Please make sure to plan your social event at least a month ahead of time. This way the CVSA office can help you promote the event.

Step 2: Promote your social

Once the date, time and location are set, create a flyer for approval by the CVSA office. Once approved the office will help you promote via our social media networks. The office can also send out an email notification to people around you that have registered with the CVSA to receive them. You and CVSA can decide who will be in charge of tracking the RSVPs for the event.



Step 3: Event Supplies

The CVSA office will send you a mailing with various CVSA branded items that you can pass out at your event.

Other materials that CVSA can provide upon request include:

- \$50 stipend for refreshments
- Sign-in Sheets
- Sharpies and name tags
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Consider having craft activities for the kids to participate in!

Step 4: Before the Social

- Keep promoting the flyer on social media
- Use the \$50 stipend to buy snacks/refreshments for the social
- If you like to bake, create a CVS treat (please consider allergies)
- Gather any games or crafts you have for the kids
- Designate someone to take photos at the social
- Have crafts or games to occupy the kids, supervision is highly recommended

Step 5: Day of the event

Arrive to the venue at least 30 minutes early to set up. As guests arrive, introduce yourself and encourage them to sign in and mingle. Once everyone has arrived, thank them for coming and tell the attendees why you wanted to host a social.

Step 6: Post-Event

- Send the sign-in sheets and receipts to CVSA, PO Box 270341, Milwaukee, WI 53227
- Share the photos from the event with Debbie to post on social media and the website
- Consider submitting an article and pictures for the CVSA newsletter, send them via email to cvsa@cvsaonline.org.

