

History Club Startup Guide ©2007 LPH

I. The Overview:

- A. Define the club's interests and goals
- B. Determine when and where meetings will be held, esp. the first one
- C. Create club charter and management structure
- D. Spread the word about club formation
- E. Meet to:
 - 1. create event ideas together
 - 2. introduce club charter
 - 3. assign responsibilities
- F. Ongoing publicizing
- G. Meet regularly to:
 - 1. update and plan
 - 2. share history knowledge
 - 3. have fun working together on projects
- H. Critique and improve club effectiveness

II. In Detail:

- A. Define the club's interests and goals
- B. Determine when and where meetings will be held, especially the first one
 - 1. Boys & Girls Clubs have free meeting rooms by appointment
 - 2. Church or school facilities may be available on Saturdays
 - 3. Public parks are nice in the summer time
- C. Create club charter and management structure
 - 1. (Attached is an LPH Club Charter)
- D. Spread the word about club formation

LPH will soon offer free specialized member networking resources similar to Care2.com upgrades. The LPH networks will be national, with regional or local chapters. Until then, here are some suggestions to get you started:

 - 1. Word of mouth is free! Start talking to friends, family and co-workers.
 - 2. Find forums and online groups to announce to.
 - 3. Run newspaper ads. This requires an out of pocket expense.
 - 4. Join local parades, or other opportunities for costume & signage display. Small town parades often do not require participation fees.
 - 5. Send or post invitations to churches, museums and schools, if applicable. Request announcement inclusion in the organization's newsletter(s).
- E. Hold the First Meeting:
 - 1. Every participant should come with a planning calendar, paper and pencil, and any interesting props or costumes they already own (this generates excitement and helps initiate conversation among strangers).

2. A membership roster should be prepared in advance so that members can sign and provide further contact information and permission for inclusion in a group directory.
 3. Brainstorm activity idea(s), and determine purpose (fun or profit)
 4. Approximate timeline for the creative process, as well as the activity date(s) and location(s)
 5. Approximate budget for publicity, props, site rental
 6. Develop fundraising ideas and strategy, if necessary
 7. Brainstorm together for preliminary list of responsibilities, including research (everyone?), publicity, prop creation or attainment, site reservation, photography & documentation, newsletter, treasurer, etc..
 8. Elect officers.
 9. Introduce and review charter
- F. Ongoing publicizing
- G. Meet regularly to:
1. update (report, give accountability)
 2. share history knowledge
 3. have fun working together on projects
 4. plan event program(s) / delegate (use the History-Based Event Planning tool at www.squidoo.com/playhistory/ for greater detail and critical recommendations)
 - a. location: visit site, see restrooms, evaluate capacity and parking, find out safety codes and regulations, perimeter security, electricity and water, shade or rain contingencies, #of directional signs needed and where, seating options, lighting, ambiance, noise, smells, possible challenges to setup / tear down, mud or dust, etc.
 - b. speeches and tours: who, what, how long?
 - c. food and beverages, including alcohol license, if applicable
 - d. name tags or other identification strategies
 - e. event activities: novelty reigns supreme
 - f. publicity: event logo and product sales, posters, flyers, programs, phone calls, guest list (including media), media kits
 - g. vendors?
 - h. hired services?
 5. Critique event outcome
 - a. How did event go in relation to our goals?
 - b. How well did we follow the agenda and stay on schedule?
 - c. What should be done differently next time?
 - d. What were some of the challenges we faced? Were they resolved?
 - e. How well did we utilize our member expertise?
 - f. What areas need more focus next time?
- H. Critique club effectiveness

1. When meetings are not enough, circulate a survey among members

The LPH Club Charter following is not required to start a club. It is required if you would like the affiliation of LPH.

For official affiliation, please send [LetsPlayHistory.org/.com](https://LetsPlayHistory.org/) a copy of your group's finalized charter, along with the contact information of the club President.