

**Duties for Planning a Luncheon for UB Women's Club
(To be shared by Chair and Co-Chair)**

Secure Date and Restaurant – give information to Vice President and Hospitality Chair by June 15th for inclusion in trifold.

Plan menu with restaurant which will be listed on reservation form.

Decide cost of meal and add \$5.00 for Grace Capen Fund. Use tax exempt form.

Design reservation form.

Submit Reservation Form to newsletter. Check deadline for submission into newsletter so form is timely.

Collect reservation checks which will be given to the Treasurer after the event. Keep a list of those who reserved and paid.

Make place cards for seating so that members can hold a table.

Fill out event form and give to Treasurer along with all checks. Include copies of all bills and a breakdown of all expenses and profits earned.

Optional Ideas:

Secure vendors for shopping.

Have a split club raffle.

Secure an interesting speaker. Hospitality Chair can help with this.