

DUTIES FOR PLANNING A LUNCHEON/DINNER FOR UBWC

1. Secure date and restaurant - provide information to Vice President and Hospitality Chair ideally by June 15 for inclusion in membership trifold.
2. Decide cost of meal and add \$5.00 for Grace Capen Fund. Don't forget to use the tax exemption form.
3. Plan menu with restaurant which will be listed on reservation form. The first luncheon of the year will be printed in the trifold.
4. Design reservation form including menu if possible.
5. Submit reservation form to newsletter for advertising. Plan additional advertising reminders through the UBWC listserv.
6. Collect reservation checks to be turned over to the Treasurer after the event. Keep a list of those who reserved and paid.
7. Make place cards for seating so that members can hold a table.
8. Fill out the **EVENT FORM** and give to Treasurer along with all checks. Include copies of all bills and a breakdown of all the applicable expenses and profit.
9. Give a copy of the **EVENT FORM** to the Vice President (in charge of programs).

OPTIONAL IDEAS:

- secure vendors (4-6) for shopping
- do a split club raffle - Hospitality Chair has supplies for this
- secure an interesting speaker - Hospitality Chair has supplies for this