

Fall Dinner: procedure and notes

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Bill Hebal has been the Fall Dinner coordinator for the last several years. Katie Hebal has been doing the name tags. Heather Smith volunteered to help design updated flyers. Mary Pentler is the webmaster for posting on the web and doing the all member e-mail.

Date

Usually the same day as the September (last) board meeting. 2nd Saturday.

Time

Usually same day as phragmites fest so a need to allow for those members to clean up and travel.

Cash Bar: 5:30 PM

Seating for meal: 6:30 PM

Budget

Flyers: Each director to print and distribute to own list at own cost.

Meals for guests (4-6)

Speakers and spouses

Phragmites consultant and spouse

Members pay own costs

Price based upon meal cost, taxes and tip.

Need to negotiate.

Location

Will need to contact vendor in June or early July for availability, menu choices, costs and then decide on location and final price prior to August 1.

Prefer close to Clark Lake.

For several years used Mr. G's but scheduling conflict in 2016 tried Island fever but problems with noise and service. 2017 used Thyme catering at Maxwellton Braes nice location, plenty of staff and no complaints but cost limited meal choices.

Ensure adequate staff for smooth service at tables and enough bartenders to accommodate members.

Be sure to get a final due date for orders and ask about provision for late add ons or cancellations.

Menu/ Price

Red meat, chicken, fish and (vegan?) option

Include salad, water, coffee, potato/pasta, roll, vegetable and dessert.

May need to adjust size of options for price.

Review last 2-3 years of prices as guide to acceptable price. Round up to whole dollar.

Remember to include the tax and tip and gratis meals in member pricing.

Contract

Only treasurer or President authorized to sign a contract if required by vendor.

Speaker

Usually have at least one speaker relevant to CLAA issues.

President usually tasked with board input; should have commitment by 1 Aug so can include with notice and flyers.

Meal for speaker and spouse included.

Be sure to ask about any required projector, screen, microphone, etc.

Gratuity: need board approval .

Publicity

Include location, time, cost, last date to RSVP, speaker, menu choices and contact info.

Website

Put date on calendar when agreed upon in Sep. year prior. Additional details can be added as info is accrued.

Flyer on website when designed and all info available. Goal August 1st but may be as late as the Aug board meeting.

All member notice

Copy of flyer and instructions for RSVP and payment.

Send initial about 30 days prior, 2 week and then weekly until event.

Flyer

Design: may just edit prior examples or ask volunteer to assist in design.

PDF copy to each board member so they can print for delivery to their current or potential members.

Make sure each director has list of those without e-mail so they get special attention.

RSVP/ Database

Include reply to e-mail link and phone number on all member notices and flyer.

Include PO Box for RSVP and info needed on check if paying ahead.

Fall Dinner coordinator may prefer to use their own address to collect the RSVP and checks. Do not include the PO Box if that is the case.

Record food choice and name for each responder so can create the name tags and food choice markers for the vendor.

Also provide comments section for guests, special needs, etc.

Keep on an excel file so can use to create the sign in sheet, do mail merge for name tags, pay status and verify the order with the vendor.

Name Tags

Use the RSVP database to create name tags that include the meal choice.

Alternatively could create separate place holders with name and meal choice for attendees to put at their.

Registration

Create alphabetized sign in sheet indicating if paid or how much due. (Group sponsored guests with the member name.)

Have at least two greeters with each having half the list.

Have a designated check in table near door and set up at least 15 minutes prior to start of event.

Bring pen for marking sheets and extra name tags, sharpee and meal choice stickers if need to make any corrections.

If unpaid, then collect the money and mark on the registration sheet.

Checks okay but no credit/ debit cards.

Distribute name tag and meal choice marker at registration when paid.

Get some cash from the vendor if run out of change.

Turn all cash over to the treasurer when everyone is checked in.

Clean up check in area when completed.

Dinner

Treasurer will write a check for the final total due the vendor.

Directors are reminded to distribute themselves among the guests and serve as the host at their table.

Fall dinner coordinator should be available to resolve any issues with the vendor.

President is usually the emcee.