

Luncheon Convenor's Checklist

Convenor:

Date of Luncheon

Name of Luncheon:

Speaker/Entertainment:

- Name
- phone/email
- Contact person
- Fee
- Arrival time? Staying for lunch?
- Equipment required: microphone, projector, table...
- Member to Introduce
- Member to thank and give payment if needed (cheque from Treasurer) and Thank You card (see Goodwill)
- Contact if special table layout is required for tv/screen etc.

All Member Email

- Arrange for an all-member email to be sent 3 weeks before payment due

Venue:

- menu arrangements, special dietary requests, informs venue of numbers attending
- table numbers of various types, room plan
- table cloth/napkin colours
- centrepieces provided by venue _____ other:

Greeters

- Assign 2 greeters – send these names to the president
(names of those attending will be your source for possible greeters)
- Reserved seating cards on tables for Greeters & other volunteers
- Meet speaker and escort to contact person
- At the end of lunch assist speaker as needed

Photographer (send photos in largest size)

Minutes of Luncheon

- Arrange for a member to take minutes about luncheon/meeting; send to President & Newsletter editor
- About 200 words

Payment:

- email/call regarding the cheque for the payment of the speaker (pick it up at the luncheon)
- save all receipts for expenses; fill out *Request for Funds* form; give to Treasurer