

HOSPITALITY COMMITTEE 2023

The president will appoint a hospitality chair at the beginning of their term. The chair will select a club member to organize the room details such as table set up, and technical set up when needed, depending on guest speakers. The chair will also enlist the help of 1-2 club members to help prepare and clean up drinks and snacks for the monthly meeting social gathering. This committee will also oversee all special meetings that include meal preparation. (listed below)

Hospitality committee responsibilities:

- Initiate a sign up sheet (attached) for club members to serve as hostess by bringing snacks for the regular monthly meetings starting in September of their term. Have the sign up sheet available at each meeting for club members to review.
- Purchase all supplies (per budget) needed for each meeting. (coffee, tea, cream, sugar, etc). All receipts will be itemized and given to the treasurer for reimbursement in a timely manner.
- Oversee all special meetings that require lunch as follows; Friendship lunch, plant sale, summer picnic, Thanksgiving, wreath sale week and Christmas. Sign up sheets (attached) will be organized to ensure members are not duplicating dishes and all needs for these lunches are met. Have the sign up sheet available at each meeting for club members to review.
- Oversee the total cleanup process after each meeting and ensure the venue is left as we found it. This includes cleaning and storing all items used (coffee pots, water dispensers, etc) are put away. Extra tables used are returned to their original position, food tables are wiped down and the carpet is vacuumed. With the special meetings, the committee chair will designate the committee members to take care of the tablecloths (washing, drying) that will be used for special occasions and returned to the committee member in charge of organizing the room details.
- Social hour starts at 9:30 am before each meeting and the committee members should arrive by 9:15 am to ensure everything is ready at this time.

Committee member in charge of room details responsibilities:

- Microphone available for president and presentations.
- Projector available if needed.
- Flag present for the Pledge of Allegiance.
- Help with any other technical issue that may arise.

MONTHLY HOSTESS SIGN UP FOR SNACKS

Sign up with snack bringing and name

Month	Sweet snack	Salty snack	Cheese	Fruit
September 2023				
October 2023				
January 2024				
March 2024				
April 2024				
May 2024				
August 2024				

SPECIAL EVENTS MEAL SIGN UP

Sign up with dish preparing and name

Special Event _____

Please try not to duplicate dishes!!

<u>Main Dish</u>	<u>Bread</u>	<u>Vegetable</u>	<u>Fruit</u>	<u>Salad</u>	<u>Other</u>

SPECIAL EVENTS

- Friendship Lunch
- Plant Sale
- Summer Picnic
- Thanksgiving
- Wreath Making Week
- Christmas