

## Luncheon Committee Responsibilities

The Association's Anniversary Luncheon, held at The Inn at Reading, on the fourth Thursday of the month which was designated by the Association's Board of Directors.

The Association's Christmas Luncheon, held at the Crowne Plaza Hotel, is on the third Thursday of December.

### Task Schedule;

1. Establish date of luncheon with the appropriate venue (for the Christmas Luncheon, the date for the next year is established immediately after the event is held).
2. For the Anniversary Luncheon, the venue is notified immediately after the Board establishes the date.
3. Set a date (no later than two months prior to the luncheon date) to meet with the venue's banquet director to choose the menu.
4. Sign a contract at the discretion of the banquet director. Obtain a deposit check, if required, from the Association Treasurer.
5. Visit a nursery to select flowers for the tables. (the nursery delivers the flowers on the morning of the luncheon)
6. Record all member reservations, with menu selection. Use this list as a checklist at the luncheon.
7. Record all member payment checks for submission to the Association Treasurer.
8. Obtain a check for the balance of the meal costs from the Association Treasurer.
9. On the day of the luncheon arrange the flowers on the tables.