

Year End Yearly Luncheon Chairperson

9/2021

Chairperson is appointed by the club president, it can be one or two people. The Chairperson is in charge of all aspects of planning, reservations, menu and collecting money for the luncheon.

Responsibilities:

Venue:

- should be reasonable close to Guilford
- should be able to accommodate 50-60 people
- should have its own chef or caterer
- cost should included tax and gratuity

Food:

- it is lunch, should be a light meal
- have 3 choices of entrees
- consider personal issues some might have gluten free, vegetarian, etc.
- cash bar be available

Schedule:

- have place, cost, time available by the May meetings
- distribute above information on-line or printed sheets at the May general meetings
- requests can be made in person or online but all meals are paid for by a week prior to the luncheon.

Table Decorations:

- if the chosen place does not provide flowers for the tables, you may want to do that.
- all arrangements are made by the chairperson and people who offer to help.
- costs should remain within budgeted amount.

Payment to Provider:

- a list of paid attendees along with their lunch choices is made and shared with the treasurer.
- members checks are held until the day of the luncheon when they are given to the treasurer who will pay the final bill. Requests for people who cannot attend, and want take out, ask chairperson to discuss with service personnel.
- cancellations and return of checks should be made a week prior to luncheon.
- guests are welcomed to attend. Cost is the same as that of club member.

Guilford Garden Club Annual Luncheon

(Sample letter to members)

Pine Orchard Yacht Club
2 Club Parkway
Branford, CT 06405

June 14, 2017 at 11:30am

fresh fruit cup

Lunch choices:

Petite Filet

Grilled Salmon

Mixed greens with strawberries and walnuts topped with grilled chicken and balsamic vinaigrette

all served with vegetable medley and a starch

Strawberry shortcake

Rolls and Butter

Coffee and tea

Cost of luncheon is \$30 (Includes tax and tip)

cash bar

Reservations close on Wednesday, June 7, 2017. Please make checks payable to Guilford Garden Club, include your meal choice on the check. Checks can be given to or mailed to:

Irene Daly
5 Johnson Lane
Madison, CT 06443
203-245- 1311

or

Kathy Heffernan
383 East River Road
Guilford, CT 06437
203- 453- 0864

Registration forms will be available at the May meeting of the club, May 10th, at St. George's Church Hall, 33 Whitfield St., Guilford, CT 06437