

WWN Policies and Procedures Manual
Section 18
Let's Eat Out
February 18, 2025 Rev 2

Duties, Policies and Procedures Pertaining To: Let's Eat Out

A. Duties

1. There shall be a Let's Eat Out Chairperson. If Chairperson not available to host event notify Activities Chairperson who will be hosting the event.
2. Plan and organize a monthly outing, except December.
3. Provide information to the Club Newsletter.
4. Assure there are sign-up sheets each month with appropriate information, where and when.
5. All Let's Eat Out events are self-supporting by those who participate.

B. Procedures:

1. Choose a location and date and verify with the Calendar Chairperson the date is available. The restaurant should be able to accommodate the group depending on how many have signed up.
2. Confirm with the restaurant management Date and Time.
3. Information for the event needs to be in Newsletter for Two Months prior to the event if possible.
4. Keep in touch with the restaurant during the process so they can have adequate staff for the dinner.
5. The Restaurant will want an accurate count before the event.
6. Ensure a sign-up sheet will be available at the general meetings. The Let's Eat Out Chairperson will provide these.
7. The Chairperson should be prepared to say a few words at the general meetings.
8. Send a reminder to participants approximately one week ahead of the event.
9. Arrive 15-20 minutes early at the restaurant. Check the set up and the arrangement.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.