

EVENTS DAILY VOLUNTEER PROCEDURE

- Assist the event chair with the planning and execution of the event. This includes choosing a caterer, menu, and theme.
- Work with the event chair and the other daily event volunteers to purchase the items needed (e.g., table decorations, raffle tickets, etc.).
- Meet with the event chair to receive the reservation sheets and envelope for the member checks.
- Announce reservation schedule, price, (**checks only**) and menu at your putting sessions prior to making reservations. Announcements should be made two weeks prior to the start of ticket sales.
- Refer members to the display board for event information.
- Begin making reservations at your putting session according to the approved schedule.
- At the end of the reservation period, verify number of reservations made equals number of checks collected.
- Give the checks and reservation sheets to the event chair.
- Meet with event chair concerning what needs to be done on the day of the event.
- Submit all your expense vouchers and receipts to the event chair