

## LADY PUTTERS (LP) EVENT CHAIRPERSON PROCEDURES

- Events (e.g., happy hour, brunch, etc.) are planned and approved by the executive board prior to the end of the current season for the upcoming season
- Rooms for the event will be scheduled by the president
- If an off-site event has been approved by the executive board set up an appointment to meet with the coordinator of that venue
- Meet with daily event volunteers and decide on the food choice, cost and theme
- Meet with the executive board for approval of the daily event volunteers choice of caterer, menu, cost, and theme. Get approval including what subsidy will be applied to the cost of the meal, if any. Typically, the club pays the tax and tip for the events.
- Meet with daily event volunteers to create the event tickets , if necessary, and sign-up sheets for each day. Any copies will be done at the UPS store, 13940 W. Meeker Blvd; St 115, Sun City West. LP has a credit card on file for all copy work. Complete an expense report, scan the report and the receipt, email both to the treasurer.
- Organize with event volunteers to purchase the items needed (e.g., table decorations, raffle tickets, etc.)
- Create an informational sheet for the display board with the menu, location, date, member cost, and date ticket sales begin and end. Arrange to post this sheet in the display board with either the president or another member of the executive board.
- Distribute the tickets and sign-up sheets to the daily event volunteers
- Collect checks from the daily event volunteers at the final ticket sale day and give all checks to the treasurer
- Contact the caterer with a final count of attendees by the requested date
- Prepare an event layout sheet with the president and submit it to SCG Activities for the arrangement of the room, if the event is being held on site

- Meet with the daily event volunteers regarding day of event responsibilities
- Submit all approved expense vouchers to the treasurer
- Attend board meetings and give updates to the board along with a written report for the secretary
- The event chair will maintain an event budget worksheet to track all costs
- Complete a final report and submit to the executive board within 14 days after the event