

EVENT CHAIR PROCEDURE

- Events (e.g., happy hour, brunch, etc.) are scheduled and approved by the executive board prior to the end of the current season or during the summer, 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 caterer, menu, cost, and theme. Get approval including what subsidy will be applied to the cost of the meal, if any.
- Work with daily event volunteers to:
 - Create event reservation 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. Distribute the reservation sheets to the daily event volunteers.
 - Organize the purchase of items (e.g., table decorations, raffle tickets, etc.) needed with the event volunteers
 - Collect checks and give the checks to the treasurer.
 - Determine day of event responsibilities
- Create and post an information sheet for the display board with the menu, location, date, member cost, and when reservations can be purchased.
- Contact the caterer with a final count of attendees by the requested date.
- Prepare an event layout and submit it to SCG Activities for the arrangement of the room, if the event is being held on site.
- Approve and submit expense vouchers to the treasurer.
- Maintain an event budget worksheet to track all costs.
- Complete an ASL request form at least one month prior to the event, if needed.
- Attend board meetings and provide updates (verbal and written) to the board.
- Complete a final report and submit it to the executive board within 14 days after the event.