

Guidelines for Hosting Singletarian Social Hours

Make reservations for 10 to 15 people. Ask if there are discounted happy hour prices and menus, assure group can sit together. Call and confirm reservation several days before the event.

Bring the manila envelope which you received in the mail.

Items to have on hand:

- Several current Newsletters and Calendars for new guests
- Several Membership Applications (can be downloaded from our website)
- Stick-on name tags for new guests
- Felt tip pen for name tags
- Guest sign in sheet

Arrive Early

Check out the area where the group will be seated to assure it has enough comfortable seating and is set up with menus and silverware if needed.

Select a seat convenient to see guests arrive

Welcome all members and new guests

Have guests sign "guest List" and make a name tag with first name for all new guests (non-members only)

Give each new guest a current Calendar and Newsletter

Escort guests to a seat and introduce new guests to a nearby member or a seated guest. Introduce the new guests to the group at the first opportunity.

Join in Social Hour but watch for late arrivals

Discourage seat saving – guests should be able to sit where they choose

If new guests have attended, give their information to our Membership Chair, Tanya Hoffmann, phone: 886-4902, tanyahoff@aol.com. **Return unused items from the packet you received in the mail to Don Harclerode, at 6812 E. Calle De Oro, Tucson, 85715.**

Thank you for helping to make the Singletarians the best single's club in Tucson!