

SPECIAL EVENTS

The President appoints a Special Events chair to plan parties and trips of interest to Guild members. The Chair chooses members to serve on this committee. The committee is responsible to the Board of Directors and complies with the general guidelines for committees. The Chair is responsible for promptly submitting all vouchers for expenses in accordance with Guild reimbursement policy and procedures. Itemized receipts have to be attached.

Sub-committees of Special Events are:

Fat Chance

Quilters' Escape (Retreat)

Procedures

Trips

- Propose events/trips to Board of Directors and membership for interest and participation.
- Present all information needed for event/trip.
- If it is a trip, admission fees, bus fees, parking fees, meals, hotel fees, etc need to be obtained.
- Check to see if a lunch or dinner stop is needed.
- If going to a quilt show, allow at least 4 hours at a show.
- Publicize trip in newsletter, website, email, and at general meeting.
- Once plans are made, establish a sign-up deadline.
- Do not take reservation until fees are paid.

Christmas Party

- Start planning at least 5 months before party.
- Decide on table decorations, food, games, door prizes, gift exchange, etc.
- Members will bring a dish to pass and the Guild will provide the meat.
- Publicize event in newsletter and website.

Guild Anniversary/Birthday

Anniversary party is held in March. Chair is responsible to celebrate it however she wishes. It is not celebrated with a dinner. This also is the month that National Quilting Day is celebrated so that can be incorporated with our anniversary party if the Chair wishes.

July Picnic

Plans for the July picnic depend on where the picnic will be held. If there is a grill, hamburgers and hot dogs are purchased by the Guild. If there is no grill, a potluck would be held. Guild members will bring a side dish or dessert.

Coffee Committee

Provides coffee, tea, sugar, milk, cream, creamers, and donut holes at the Guild's general meetings. Chair chooses members to help prepare coffee and hot water for tea. Depending on the coffee pot used, the member arrives before the meeting to start the coffee brewing. Chair is responsible for making sure there is coffee, tea, sugar, and creamers at each meeting. Chair also makes sure the donut holes, milk, and cream have been purchased for the meeting.