

HONORS' LUNCHEON

Budget: _____

Members: 10

This committee does the planning and presentation of the special membership recognition luncheon every year. Recognized for service are past presidents, new and previous 20-year members and life members.

PROCEDURES:

Select Date: Consult with the yearbook chairman before selecting the date because of a possible conflict with club activities, state and district meetings. This should be done by November. Luncheon date is usually in August.

Secure Location: Look for a place that will hold 70 people and easy parking. Reserve date with establishment. This should be done by November. Menu: Select vegetarian as well as a meat dish. Cloth table cloths, china and real silverware are expected. The meal, dessert, and drinks are preferred to be served rather than buffet style.

Contact: Flower arranging committee and ask for their assistance for centerpieces and advise them of the theme.

Program and Speaker: Decide on subject; president and yearbook committee may have a list of programs and speakers the president would like. Contact speaker for cost, special needs including a microphone. Have speaker sign and return contract. Contact speaker one week before as a reminder.

Program: Special recognition of members selected to receive either State or Friendly Life Member awards. Typically a rose is awarded to all honorees.

Design and Printing: A program booklet, reservation letter, thank you's, guest name tags and photos of honorees are items also handled by the committee.

Cost: The tickets are sold in advance and should cover all expenses if possible. Request that the treasurer bring a check to pay for the total meal. After all expenses are paid, a financial report should be completed and given to president and finance chair.