



HONORS LUNCHEON

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, life members, and any FGC members who are veterans.

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 September.

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 tablecloths, 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, if needed, 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.

Recognition of an FGC member who is a veteran(s): The Membership Committee chair will notify the honors chair what FGC veteran(s) should be recognized as such and invited to this event at the club's expense. This expense is added to the honors' expense budget.

Design and Printing: A program booklet, reservation letter, thank you cards, 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 the president and finance chair.