

## **HOSPITALITY**

Determine, organize, and provide refreshments (baked goods, appetizers) water and paper goods for all Potluck meetings and events, refreshments as noted above can be purchased and or prepared by Board members

If caterer is selected for a meeting, contact well in advance and negotiate pricing and meal options. Present pricing and meal options to board for approval either at the board meeting or via email. Once approved, finalize the contract.

On the week prior to the Club meeting:

Get attendance estimate from membership chair

Inform Activities Director at PH of desired floor plan arrangement, so the POA can set up seating and serving tables.

Two Days prior to Club event:

Get updated attendance count form membership and / or treasurer

Purchase supplies and / or food as needed for potluck meals and/or desserts for catered events

On meeting day:

Pick up the Plantation House or other venue key and the activity form from the PH office prior to their closing

At the POA building selected for the event, the committee set up table clothes, decorations, refreshments etc. at 4:30-5 pm for events. Committee members can stay or return 30 minutes before the meeting to set out water etc. and be available to greet members for catered events. Assure sufficient room for buffets and / or potluck meals with warming trays available

Submit receipts to the treasurer for reimbursement

After meeting, assist and oversee clean-up volunteers (and other board members) to putting away food, tables and chairs if necessary, straightening and cleaning kitchen and bathrooms, trash disposal, vacuum/sweep flooring of venue if necessary

The lower cabinet at the top of the back stairs is available to store non-perishables

Turn off lights and lock all doors

The day after each meeting. Or at the meeting drop off box return the key and completed activity form to the PH office.