



Mountain Garden Club Position Description Form

Position Name

Luncheon Event Coordinator

Date Created: Jan 25, 2017

Form Creator Name: Deborah Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name: (If Applicable)

Position Overview:

To coordinate the following four events each year.

April Lunch and Learn

Annual Meeting and Luncheon (June)

October Lunch and Learn

Annual Holiday Luncheon (December)

The Luncheon Event Coordinator (LEC) will select a location, negotiate dates, price and menu with the appropriate person at each venue. The LEC will present this information to the MGC Board for approval.

Payment in the form of cash, check or credit card will be collected from each member prior to each event. This will be accomplished via mail or in person and a record of payment and meal choice will be kept. All checks will be made out to the Mountain Garden Club or "MGC". An up to date member roster in checklist form can be obtained from the webmaster prior to each function. Each venue will require a count and menu selection one week prior to each function. This information also needs to be given to the Webmaster, for the creation of name tags and menu choices, as well as to the Treasurer. On the day of the event the LEC will give to the Treasurer a report of all payments collected. Following the event, the Treasurer will obtain the bill from the site manager and pay by check or credit card.

Skills/Abilities/Other Requirements:

Good communication skills so as to keep the MGC Board, Webmaster and Treasurer up to date on the venue.

Be able to coordinate and plan with the venue so as to meet the special dietary needs of MGC members and guests.

Be able to access and communicate if there is a maximum number that the venue is able to accommodate.

Essential Position Functions:

The LEC must be available on the day of each event to ensure proper set-up of event location. If the LEC cannot be available, a qualified assistant must be assigned. It is necessary to work closely with the



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Luncheon Event Coordinator

Executive Board and Committee Chairs to ensure communication from one committee to another. The LEC should attend board meeting during the months leading up to each event.

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Mountain Garden Club Event Form and Checklist

Event Name:

Annual Meeting and Luncheon

Date Created: Jan 26, 2017 Form Creator Name: Deborah Bryant
Event Date: (appx) Jun 19, 2017 Form Creator Tel.: _____
Date to Begin By: Oct 10, 2016 Form Creator Email: _____
Committee Name: Luncheon Events Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

Objectives/Purpose of Event:

The Annual Meeting and Luncheon celebrates the end of the fiscal year and gives us a chance to visit with friends in a more formal setting. The meeting portion of this event is for the purpose of installing officers (on even numbered years), receiving annual reports and transacting other business that may arise.

Description Of How The Event Is Run (Who, What, When, Where and How):

The annual meeting will be held in June of each year. An upscale location suitable for the event will be selected and a price including tax and gratuity will be discussed and decided on at a monthly board meeting 8 - 12 months prior to the event. This time line is necessary and must be finalized in advance and given to the yearbook chair. The Luncheon Events Chair (LEC) should arrive at least 1 hour prior to the scheduled meeting to ensure proper set-up of the location. Social Hour will begin at 11:00 am with the meeting and luncheon to follow at 12:00 noon. For step by step details, please see the Annual Meeting Event/Time line form.

Materials, Equipment Or Supplies Needed To Put On Event:

Discussion with the MGC board members may be necessary approximately one month prior to event. This discussion may include the necessity of a podium, sound system and extra tables for displays, raffle items and the plant swap. Coordinate all final set-ups with the venue.



Mountain Garden Club Event Form and Checklist

Event Name:

Annual Meeting and Luncheon

Events General Checklist (Checked Items Are Needed For This Event)

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	

Summarize the Closing Of This Event: (Cleanup procedures, financial tallying, reports etc.)

In closing, the Luncheon Coordinator will obtain the final bill from the proprietor. This will be given to the MGC Treasurer along with all of the remaining payments along with a report on totals, names and amounts. The Treasurer will then pay the bill by check or credit card to the site manager. The Venue is responsible for cleanup. The MGC needs to make sure that they do not leave anything belonging to the club behind.



Mountain Garden Club Event Form and Checklist

Event Name:

Annual Meeting and Luncheon

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Mountain Garden Club Event Form and Checklist

Event Name:

Annual Holiday Luncheon

Date Created: Jan 26, 2017 Form Creator Name: Deborah Bryant
Event Date: (appx) Dec 18, 2017 Form Creator Tel.: _____
Date to Begin By: Jan 26, 2017 Form Creator Email: _____
Committee Name: Luncheon Events Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

Objectives/Purpose of Event:

Our annual Club gathering to celebrate friends and the holiday season. Each year the Mountain Garden Club will donate to "Angels and Elves" - a charity which provides presents for needy children in the Mount Washington Valley who would otherwise not have any gifts at the holiday season. We ask that each member in addition to the luncheon cost donate \$5.00 to "Angels and Elves". This donation is strictly at the members discretion.

Description Of How The Event Is Run (Who, What, When, Where and How):

The Annual Holiday Luncheon will be held in December of each year. The MGC Board members will select a date and time. A suitable, decorative location appropriate for the season will be selected and a price including tax, tip and gratuity will be negotiated. Discussion and approval will take place at a monthly board meeting 8 - 12 months prior to the event. This time line is necessary and must be finalized in advance and given to the Yearbook Chair to facilitate printing of the Yearbook. The Luncheon Events Coordinator should arrive at least one hour prior to the scheduled meeting to ensure proper set-up of the location. Social Hour will begin at 11:00 am with the meeting and Luncheon to follow at 12:00 noon. For step by step details, please see the Annual Luncheon Time line Form.

Materials, Equipment Or Supplies Needed To Put On Event:

Discussion with the MGC Board members may be necessary approximately one month prior to the event. This discussion may include the necessity of a podium, sound system and extra tables for displays and raffle items. Coordinate all final set-ups with the venue.



Mountain Garden Club Event Form and Checklist

Event Name:

Annual Holiday Luncheon

Events General Checklist (Checked Items Are Needed For This Event)

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	

Summarize the Closing Of This Event: (Cleanup procedures, financial tallying, reports etc.)

In closing, the Annual Holiday Luncheon Coordinator will obtain the final bill from the proprietor. This will be given to the MGC Treasurer along with all remaining payments collected for this event. In turn, the treasurer will issue payment in the form of check or credit card which will be hand delivered to the site manager.

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Mountain Garden Club Time line Template

Event/Publication

Lunch & Learn

Date Created: Jan 25, 2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) Apr 17, 2017 Form Creator Tel.: _____

Date to Begin By: Apr 17, 2017 Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
9 Mos. ahead	1) Discuss and finalize the date for the April/October Lunch & Learn with the MGC Executive Board members. 2) Select a location, negotiate a price and discuss the menu. Communicate to MGC Executive Board.	The price includes tax and gratuities.
6 Mos. ahead	Notify the Yearbook Chair with the date, location, price and agenda so this information can be entered into the yearbook.	The yearbook goes to print in August of each year and this information must be submitted no later than May.
3 Mos. ahead	1) Call the restaurant for a copy of the menu choices. 2) Arrange to receive an up to date membership roster from the Webmaster via email. 3) Announce the luncheon 2-3 months prior to the event. This can be done by the President via email and at club meetings. Be prepared to collect payment and meal choices from members. 4) Coordinate with the President and the webmaster an email to identify your information as the contact person. They will need to include your name, phone#, email address, payment deadline, meal choice or dietary restrictions. 5) coordinate with the Webmaster to add it onto the MGC Website.	We do not give refunds, if you are unable to attend then you need to find a replacement who will pay you and eat your food choice. The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect cash, checks or credit card and menu choice at each meeting prior to the event. Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service charge from the bank.
1 Wk ahead	1) Call the restaurant with the total members attending along with the meal choice and meal count. 2) Email the final list of names to the Webmaster who will use this information to make out name tags, meal/ placement cards and a final printed list of members and guests attending. This list will also be used for sign-in. 3) A meeting may be arranged at the venue the day before the Lunch & Learn to discuss placement of essentials needed for the event. This may include a podium, sound system and extra tables for displays and raffle items.	You can also email this information to them.



Mountain Garden Club Time line Template

Event/Publication

Lunch & Learn

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Day of	1)The LEC should arrange to arrive no later than 1 1/2 hours prior to the scheduled business meeting to ensure proper set-up of the location. 2) Obtain the final sign-in from the webmaster and set up table with placecards and name tags. begin signing in members as soon as they arrive. 3) Following the event for payment see LEC Position Description Form.	

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Mountain Garden Club Time line Template

Event/Publication

Annual Holiday Luncheon

Date Created: Jan 26, 2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) Dec 18, 2017 Form Creator Tel.: _____

Date to Begin By: May 2017 Form Creator Email: _____

Committee Name: Annual Luncheon Timeline

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
9 Mos. ahead	<ol style="list-style-type: none"> 1. Discuss and finalize the date for the Annual Holiday Luncheon with members of the Board. This information can be obtained via phone, e-mail or club/board meeting. 2. Select a location and negotiate price and menu. The price will include tax and gratuity 	
6 Mos. ahead	<p>Notify the Yearbook chairperson with the date, location, price and agenda so this information can be entered in the Yearbook.</p>	<p>The Yearbook Chair goes to print in August of each year and must have this information no later than two months prior. It works best for all if she is notified earlier</p>
3 Mos. ahead	<ol style="list-style-type: none"> 1. Call the restaurant for a copy of the menu choices. 2. Arrange to receive an up to date member roster from the Webmaster. 3. Announce the Luncheon at the October club meeting and be prepared to collect payment and meal choice from members. 4. Coordinate with the club president to e-mail an announcement to club members. This should include your name, phone #, e-mail address and mailing address so members can contact you with questions or payment. 5. Coordinate with the Webmaster to add an announcement to the MGC web-site. 	<p>The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect checks and menu choices at each meeting prior to the event.</p> <p>Remind members that MGC does not allow refunds. If there is a member who is not able to attend it is that person's responsibility to find a replacement and collect the money from them. Also, if it is past the deadline the replacement person will have to have that individual's choice of meal.</p> <p>Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service fee from the bank.</p>
1 week ahead	<ol style="list-style-type: none"> 1. Call restaurant with the total members attending along with the meal choice/count. 2. E-mail the final counts to the Webmaster who will use this information for name tags, meal/placement cards and a final printed list of members attending. 3. If necessary arrange a meeting at the location to discuss placement of essentials needed for the function. This may include a podium, sound system and extra tables for displays and raffle items 	<p>If the LEC is not available a qualified assistant must be assigned.</p>



Mountain Garden Club Time line Template

Event/Publication

Annual Holiday Luncheon

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Day of	<ol style="list-style-type: none">1. The Events Coordinator should arrange to arrive no later than 1 1/2 hours before the scheduled business meeting to ensure proper set-up of the location.2. Obtain final sign-up sheet from the Webmaster and begin signing in members as they arrive.3. Following the event, the bill will be obtained from the site manager and given to the MGC Treasurer along with cash and checks collected from members as payment for the event. In turn, the treasurer will issue payment in the form of check and this should be hand delivered to the location manager.	

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Mountain Garden Club Time line Template

Event/Publication

Annual Meeting & Luncheon

Date Created: Jan 26, 2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) Jun 19, 2017 Form Creator Tel.: _____

Date to Begin By: Feb 1, 2017 Form Creator Email: _____

Committee Name: Luncheon Events

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
9 Mos. ahead	<ol style="list-style-type: none"> 1. Discuss and finalize the date for the Annual Meeting and Luncheon with members of the Board . This information can be obtained via phone, e-mail or club/ board meetings. 2. Select a location and negotiate the price and menu. The price will include tax and gratuity. 	
6 Mos. ahead	Notify the Yearbook Chairperson with the date, location, price and agenda so this information can be entered in the Yearbook.	The Yearbook Chair goes to print in August of each year and must have this information no later than two months prior. It works best for all if she is notified earlier.
3 Mos. ahead	<ol style="list-style-type: none"> 1. Call the restaurant for a copy of the menu choices. 2. Arrange to receive an up to date member roster from the Yearbook Chair. 3. Announce the Luncheon at the April club meeting and be prepared to collect payment and meal choice from members. 4. Coordinate with the club president to mail/e-mail an announcement to club members, this should include your name, phone#, e-mail address and mailing address so members can contact you with questions or payment/ meal choice. 5. Coordinate with the Webmaster to add an announcement to the MGC web-site 	<p>Remind members that MGC does not allow refunds. If there is a member who is notable to attend it is that person's responsibility to find a replacement and collect the money from that individual. Also, if it is past the deadline the replacement person will have to have that individual's menu choice.</p> <p>The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect checks and menu choices at each club meeting prior to the event.</p>
2 Mos. ahead	Continue to collect payment and meal choices at each club meeting. Some members may choose to mail their payment/menu choice.	Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service fee from the bank.
1 Mo. ahead	Continue to collect payment and meal choices at each club meeting. Some members may choose to mail their payment/meal choice.	



Mountain Garden Club Time line Template

Event/Publication

Annual Meeting & Luncheon

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
1 Wk ahead	<ol style="list-style-type: none">1. Call restaurant with the total of members attending along with the meal choices and count.2. E-mail the final counts to the Webmaster who will use this information for name tags, meal/place cards and a final printed list of members attending.3. If necessary, arrange a meeting at the location to discuss placement of essentials needed for the function. This may include a podium, sound system and extra tables for displays, raffle items and plant swap	
Day of	<ol style="list-style-type: none">1. The Events Coordinator should arrange to arrive no later than 1 1/2 hours before the scheduled meeting to ensure proper set-up of the location.2. Obtain the final sign-up sheet from the Yearbook Chair and begin signing in members as they arrive.3. Following the event, the bill will be obtained from the site manager and given to the MGC Treasurer along with all cash and checks collected as payment for this event. In turn, the treasurer will issue payment in the form of check and this should be handed delivered to the location manager	

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