

December Event

December Event -Brunch and Boutique Committee

Purpose: To give assistance & encouragement to Chapter members in preparing & providing items for the brunch and boutique

Date: 1st or 2nd Saturday in December at TCDE

Name of Event:

Time: 8:30-11:30

Food: Potluck... Committee: food, set-up, chairpersons...

Serving Time: 9:00

Tables Hostesses for December

- 4... (Name of Hostess)
- 4...
- 4...
- 4
- 8...
- 8...
- 8... Total places: 40 (2016)

Hostess Responsibilities for their table:

- Event set-up the Friday, before the event at 4:30 – 5:30
- Set table with plates, glasses, cups, flatware, napkins, table favor & a theme
- Clean your table area at end of event
- Table size: 6ft x 2ft

Boutique: 2016 Recruitment Grant Committee is in charge of the Boutique & Silent Auction supporting Scholarships. The Boutique committee responsibilities: theme, advertise at the September, October, November meetings, encourage members to give items, price (Friday & Saturday), sell (Saturday), 1/2 price sale after eating, clean up, have labels, pens, bags, tape, pins, stapler. The Treasurer will collect the monies. Aprons are available for the Boutique Committee. The Event Committee will provide table coverings.

Event Committee Jobs:

- Contact Libby, the receptionist, at TCDE, to save the date & times; design table placement
- Contact all table hostesses
- Print flyers & encourage members to bring guests
- Plan, organize & collaborate with President the program. Have Event program, comment cards & inspiration printed. (Interland Business in Corning has been used)
- Beverage Table Chair: Arrange for... coffee pots, coffee, teapot, tea, sugars, creamer, pitchers, juice, spoons, extra cups & glasses
- Provide table coverings for food, beverage, and boutique tables
- Provide extra table coverings, table settings & serving pieces
- Collaborate with Treasurer for Boutique & Event Committee

- Have extra labels, pens, bags, tape, stapler for Boutique tables
- Program, Pictures & background music
- Door Prize
- Provide candy & nuts for all tables

Communication: During September, October, & November discuss event, give flyers & invitations. At the Event discuss the coming year.

Write article for the Newsletter in August, October, & January

Note: Included in budget