

## **Leaders' Appreciation Banquet Process**

### **Updated: 10/18/21**

---

- Decide on date/dates for the banquet, with the board.
- Contact the venue (i.e., Ramblewood Country Club in Mt Laurel, Riverton Country Club in Cinnaminson), firm up the date, find out what the deposit is, and request approval from the board for the deposit. Complete an expense voucher for the deposit and submit to Treasurer.
- Obtain the menu from the venue.
- Determine a menu price point from the Board.
- Choose a catering package and inform the venue. Depending on the package, we may want to pick up dessert somewhere else (i.e., Sweet Eats in Voorhees). If the latter, verify the venue does not charge us for dessert.
- Inform the venue of our needs:
  - Bartender, which costs extra. There is a cash bar.
  - Soda, lemonade, iced tea, hot coffee, hot tea – at no extra cost.
  - A mic.
  - A podium.
  - Find out what the venue offers for the colors of the tablecloths and napkins and decide.
  - Find out if they have centerpieces for the tables or decide on something different.
  - Find out if they can pipe in music.
  - Find out if there is a dress code and inform the attendees. Make sure the attendees tell their guests. Can be done in Wild Apricot.
- Receive the contract from the venue.
- Obtain the list of qualified leaders from the Activity Chairs. As of this version, the chairs are:
  - Biking – Neil Kornhauser – led 5 bike rides in the year.
  - Hiking – Diane Mason – led 6 hikes in the year.
  - Paddling – Frank Pearce – led 3 canoe/kayaking events in the year.
  - Trail Maintenance – Ro Mason – n/a.
  - Backpacking/Camping – Kevin Drevik – led 1 overnight trip in the year
  - Cross-Country Skiing – TBD – led 1 overnight trip in a year.
  - Board Members – Eloise Williams – attended 7 board meetings in the year.
- Send the list of qualified leaders/board members to Membership Secretary, who makes sure these qualified leaders/board members don't have to pay their annual dues for the upcoming year.

## Leaders' Appreciation Banquet Process

### Updated: 10/18/21

---

- Prepare a "Save the Date" email through Wild Apricot about 8 weeks before the banquet and send to the Board and the qualified leaders.
  - **Note:** The invite list includes guests of both the board members and qualified leaders.
- Prepare the invite through Wild Apricot and determine the schedule to email it to the Board and the qualified leaders. Include the room name if there is one.
  - 6 weeks before the date the venue needs to know.
  - 3 weeks before the venue needs to know.
  - 1 week before the venue needs to know.
- Submit the final headcount to the venue per the date in the contract.
- Complete and submit an expense voucher, along with the final invoice, to the Treasurer per the date in the contract.
- Complete and submit expense vouchers for any other miscellaneous items that may have been bought (i.e., centerpieces, hand sanitizers) to the Treasurer.

#### Miscellaneous Tasks

- Prepare a list of the members to whom to invite will be sent. This can be used for checking-off those who have RSVP'ed yes or no.
- Prepare a list of those who RSVP'ed yes to check-off when the members arrive.
- Pick a greeter to help check-in the guests.
- Create a sign that says OCSJ for the sign-in table.
- Develop the Agenda – between luncheon and dessert. Everyone introduces who they are.
  - Vice-President (or whoever organizes the event) welcomes everyone. Includes the gifts of appreciation.
  - President makes some opening remarks and introduces the board and the activity chairs.
  - Activity chairs make some remarks (hiking, biking, paddling, trail maintenance, backpacking, cross-country skiing).
  - Vice-President (or whoever organizes the event) makes some closing remarks.