



I am responsible...

*when anyone anywhere
reaches out for help I want
the hand of A.A. always to be
there and for that I am responsible*



Anniversary Dinner Job Description and Guidebook

TABLE OF CONTENTS

A. Chairperson’s Overall responsibilities	1
B. First Order of Business	1
C. Committee	2
D. Monthly Report	2
E. Announcements	3
F. Preparing Request for Proposals and Securing the Facility	3
G. Publicity	3
H. Financial Responsibilities	3
I. Monetary Considerations	4
J. Sub-Committees’ Duties and Responsibilities	4
K. Selecting a Banquet Hall	6
L. Set Up Operations Day of Event.....	7
M. Forms to Be Used.....	7
Item/Shopping List.....	10
Committee Phone List.....	11
Raffle Chair.....	12
Basket Chair	13
Greeter Chair.....	14
Decorations Chair.....	15
Speaker Liaison	16
Dinner Volunteers.....	17
Vendors	18
Agenda	20
Table Numbers Called.....	21
Sobriety Countdown Sheet	22
Things to Bring	25
Banquet Masters Room Layout	26
Ticket Prices	26
Sample Post-Dinner Financial Statement	28
A Few Notes from a Past Chair	29



I am responsible...

when anyone anywhere reaches out for help I want the hand of A.A. always to be there and for that I am responsible



Anniversary Dinner Job Description Version 3.0

A. Chairperson's Overall responsibilities

- a. The Chairperson is responsible for the planning, executing, and documenting of the Pinellas County Anniversary Dinner. The Chairperson must also be present at the dinner itself to Chair the meeting and implement, supervise, and coordinate the various events of the functions.

B. First Order of Business

- a. The Chairperson must first select the primary members who are willing to work in the key positions on the committee of Co-Chair and Secretary to establish an initial meeting time. The Chairperson should have a co-chair who is as active as themself.
- b. The meetings should start no more than one month after the Chairperson is elected.
- c. The Steering Committee Chairperson is automatically a member of the committee for communication purposes.
- d. Special Considerations
 - i. It is important that the Chairperson coordinate the schedule of their meetings with the timing of the Steering Committee meetings. This is because the Chairperson of the committee must attend Steering Committee meetings to submit a written report.
 - ii. In the event the committee Chairperson cannot attend Steering Committee, the Co-Chair shall attend to present the report. This meeting normally occurs one week prior to the Intergroup meeting. The Chairperson must not miss two pre-scheduled Anniversary Dinner Committee meetings in a row.
- e. Yearly Schedule and Timeline

- i. The first meeting should focus on setting a tentative day for the event and creating the yearly schedule and timeline for all the committee members to follow. Regularly scheduled meetings are imperative to keep the committee moving forward. The committee should be informed well in advance of the meeting dates so they can resolve any potential conflicts that they may have.

C. Committee

- a. Size
 - i. The Chairperson is responsible for establishing and maintaining the committee in its entirety. The committee must be comprised of an appropriate number of people based on the size of the initiative.
- b. Positions
 - i. The overall committee should consist of the three primary positions plus all sub-committee chairs.
 - ii. **Co-Chair:** Has the same responsibilities as the Chairperson. Should something happen to the Chair, you would be expected to step into that position.
 - iii. **Secretary:** Responsibility is to take minutes at each scheduled meeting. This will help the committee deal with anything that may arise. It will also help the Chairperson prepare their report for Intergroup. These minutes should be kept for future committees.
 - iv. **Sub-committee chairs:** A Sub-committee Chairperson is an individual who has been selected to directly interact with the Anniversary Dinner Chairperson and coordinate the responsibilities and activities of their sub-committee by utilizing volunteers for various activities before, during and after the dinner. The key positions for the Sub-committees will be Raffle Chair, Basket Chair, Greeter Chair and Speaker Liaison. It is essential that the sub-committee chairs show a strong respect for the Chairperson's position about overseeing the entire operation.
 - v. **Volunteer:** A volunteer is a person who will be primarily working with sub-committees in order to implement various activities before, during, and after the dinner. These volunteers are one of the main reasons why the early announcements are important at Intergroup because the total amount of volunteers could easily exceed the committee size once the various tasks are assigned. Most volunteers should be assigned to their jobs prior to the event. Always leave at least 3 volunteers unassigned so that they may fill in should something come up or someone doesn't show.

D. Monthly Report

- a. The following criteria are recommended to be included in every monthly report:
 - i. Current members names and contact information
 - ii. Any additions to the member's names from the last submittal
 - iii. Any resignations from the committee from the last submittal
 - iv. The date changes of all regularly scheduled meetings for the committee.

- v. Specific names of vendors who have been contacted with their phone numbers submitted to Central Office

E. Announcements

- a. Specific announcements should be made for committee volunteers and baskets to be donated by the individual groups for the raffle by the Anniversary Dinner Chairperson at regular Intergroup meetings. When asking for donations, it is important to let everyone know that donations should be sent directly to Central Office and checks be made payable to Pinellas County Intergroup. It may be helpful to create a flyer for the Intergroup Reps to also take back to their groups.

F. Preparing Request for Proposals and Securing the Facility

- a. **Insurances:** A copy of the facility's general liability policy must be provided to Central Office for the selection process to be completed.
- b. **Deposit:** The amount of the security deposit should be determined and reported to the Steering Committee directly after the review process has been completed.
- c. **Requirements:** Let the venue know what special requirements you have, i.e., number of rectangular tables, podium, and anything else you might need. Refer to the room layout to see number of tables needed and placement of tables and podium.

G. Publicity

- a. **Flyer design:** A flyer must be designed and sent to the website and Plain & Straight. In the past it has also been requested from the Plain and Straight to announce the Anniversary Dinner for volunteers. Normally, 500 copies are printed, and you can always get more printed if you run out. It's better to protect the budget. The wider the distribution, the better the attendance. You can design your own flyers by looking at the samples from previous years. The company that does all our printing is Print N Time. You can get their contact information from Central Office.
- b. **Tickets:** The tickets are usually ordered with the flyers and are set up to closely match the flyers in color and set-up. 300 to 350 tickets have been made in the past.

H. Financial Responsibilities

- a. **Operating budget:** It is preferred that a projected budget be submitted at least six months prior to the dinner. In any case, the Chairperson must complete their overall projected budget for the dinner and submit it in writing to the Steering Committee no later than 4 months prior to the event. The timing of this **is critical** to allow the Steering Committee the appropriate time to consider the event's financial considerations upon the overall operating budget. The specific timing is also required because some issues or special considerations may need to be taken back to the Intergroup Representatives for financial consideration and cannot be done so without the appropriate lead

- time. Finally, in many cases, checks may have to be drafted in advance by Pinellas County Central Office to assure vendors get paid in a timely manner.
- b. It is a primary responsibility of the Chairperson to assure that all monies are collected by the dinner's completion.

I. Monetary Considerations

- a. **Deposit money:** In some cases, deposit money will be needed. All deposit money must be directed and issued through Central Office. No monies should ever be collected by a committee and then spent directly without it first being accounted for through Central Office.
- b. **Ticket sales:** Tickets must be sold in order to generate revenue for the anniversary dinner. The process of selling tickets is generally conducted through the Intergroup Representatives and through Central Office. Tickets are generally given to Intergroup representatives at the Intergroup meetings for sale at their individual groups. No tickets are sold at the door or the day of the dinner. A final count must be given to the selected venue by a certain date.
 - i. The tickets themselves are purchased through our printing company.
 - ii. The tickets and fliers are generally purchased through the same printer.
 - iii. For Intergroup Representatives to receive tickets for sale they must leave their full personal name, their group, and a phone number where they can be reached.
 - iv. All tickets must be purchased in advance. We do not sell tickets at the door on the day of the event. It is important to refer to this on any fliers you produce for the event. You may be tempted to sell tickets at the door, but we caution you strongly not to do so. This has caused many problems in the past.
 - v. All collected money should be turned in to the Central Office Manager during regular Intergroup meetings or given directly to the Central Office Manager at Central Office. Each representative submitting money to Central Office should receive a receipt.
 - vi. All money should be submitted to the Central Office Manager no later than the end of the dinner.
- c. Payment of expenses:
 - i. Checks for all invoices must be written through Central Office. This also includes any preauthorized cash receipts. Keep records of all receipts so a profit and loss printed statement can be presented to Intergroup. All donations must be sent directly to Central Office.

J. Sub-Committees' Duties and Responsibilities

- a. Raffle Chair
 - i. The Raffle Chair's responsibility is to operate the raffles in their entirety. It is the responsibility of the Chair to get the supplies that are needed, such as tickets, raffle ticket cans, change, and volunteers. There are signs listing the prices of the tickets in the forms section of the binder. These can be printed and worn by the ticket sellers for clarification of pricing. It is also the Chair's responsibility to collect all raffle money and turn it in to the Dinner Chairperson by the end of the meeting.

- ii. Two types of raffles: Basket raffle and 50/50 raffle. **VERY IMPORTANT TO KEEP THE MONEY SEPARATE FOR BOTH RAFFLES!!**
 - iii. Raffle Tickets - First, check with Central Office to see if there are any raffle tickets available. If not, shop around for the best price, approve it with the Chair and then purchase them. Get two different colors – one for baskets, one for 50/50.
- b. Basket Chair
- i. The Basket Chair's responsibility is to publicize the need for donated baskets, arrange for pickup of baskets from Central Office and delivery to the dinner, and coordinate with the Greeter Chair for greeters to take baskets on the day of the event.
 - 1. This is a very important part of this job. An announcement should be made at every Intergroup meeting prior to the event. Flyers should be available at Central Office or on the website for download asking for baskets from groups.
 - 2. All baskets should be turned in to Central Office or brought to the dinner the day of the event. Greeters will take baskets up to the front.
- c. Greeter Chair
- i. The Greeter Chair's responsibility is to get volunteers to greet people at the door as they arrive and direct them to their table. They will oversee the greeters to make sure that they are where they should be and that any questions a guest may have can be answered.
 - ii. Greeter Table
 - 1. A prominent Pinellas County Intergroup presence must be established at the dinner. The greeter table should include the Central Office banner on the table with the Pinellas County Intergroup's logo and name.
 - 2. There should also be 2 Big Books on the Greeter table with pens so that everyone who attends can sign them. One will go to the newcomer, and one will go to the speaker.
 - iii. Greeters should be able to answer the following questions:
 - Q What time is dinner served?
 - A Dinner usually starts at 6:00
 - Q What time does the speaker start?
 - A Speaker starts after dinner, between 7:30 and 7:45.
 - Q What time is the event is over?
 - A The event will be over at 9:00.
 - Q What types of raffles are there and where can tickets be bought?
 - A There are two raffles – a basket raffle and a 50/50 raffle. Tickets can be bought at the front table where the ticket sellers are seated.

Q How do the tickets for the gift baskets work?

A You will get both halves of the ticket. Keep the one that says, "Keep this ticket" and put the other half in the vase in front of the basket or baskets you like. You can put as many or as few tickets in each vase.

Q Where is our table?

A Refer to the seating layout to find their table and direct them or walk them to it.

Q Where are the restrooms?

A Outside the room at the end of the hall. Refer to the room layout for location.

Q Is there soda?

A No, there is iced tea, water and coffee to drink.

d. Decorations Chair

- i. Responsibility is to decide on a theme for decorations, which could be based on the slogan for the dinner.
- ii. Make or purchase special decorations, if needed. Check with Central Office to see what is available, i.e., table numbers, generic decorations, supplies.
- iii. Day of the dinner – Get there early to set up all decorations. Decide if centerpieces will be given away or taken back to Central Office.
- iv. During cleanup, collect all decorations to be saved and arrange to take them back to Central Office.

e. Speaker Liaison

- i. Responsibility of the Speaker Liaison is to make sure all arrangements are made for the speaker. These include any travel and hotel arrangements that may be needed, as well as picking up the speaker on the day of the dinner. This is done for a variety of reasons, but the main reasons are to recognize the speaker is from out of town and show respect and to assure the speaker can find the banquet hall. In many cases these people are coming from out of town, and it should not be left to them to find the location.

- f. **Closing Committee:** Last year it was decided that having a crew specifically to help with closing was in order. This crew can consist of volunteers from other sub-committees, and they would gather all items which need to be brought back to the office and anything else, such as items which were left by guests. The banquet facility, of course, cleans. Begin gathering items when the raffle starts.

Note: All Sub-Committee Chairs are to submit a report to the Chairperson at each scheduled meeting so that they can keep up on the progress being made and offer help where needed.

K. Selecting a Banquet Hall

- a. Banquet Masters has been the location for many years now and our reputation with them is in good standing
- b. When to start the selection process.
 - i. As soon as possible after the Chair has been elected.

- c. How to select a suitable site:
 - i. There are several factors to consider including reputation; location; availability; physical facilities; atmosphere; quality of service by management and staff; food and beverage quality and options; and price. We have listed some of the key negotiation points below: In the past the main points for negotiation have been:
 - 1. Is the room available for the date we need it?
 - 2. The price per plate for each attendee?
 - 3. The number of tables the space could accommodate.
 - 4. Ask for Liability Insurance of the Hall?
 - 5. If the room cost is included in the food price or not?
 - 6. Are they a full-service catering and banquet company with on-premises service?
 - 7. The type of food they offer.
 - 8. Availability on the day of the event?
 - 9. Is the location easily accessible?
 - 10. Is there enough parking for all attendees?
- d. Narrow your choices down to two or three banquet facilities who you will meet in person. A face-to-face meeting is important before you select the banquet facility.
- e. Negotiating with the Banquet Hall (Checklist)
 - i. Get estimates/proposals in writing - this is critical.
 - ii. Bring the facility choice to the next Steering Committee meeting for approval, with a sample contract, if possible.
 - iii. Choose the menus.
 - iv. Get the Contract signed by Central Office Manager.
 - v. Get Deposit from Central Office Manager and pay the hall collecting a written receipt.
 - vi. Finalize menus upon completion of the deposit.
 - vii. Head Count: Ask Banquet House Management when they would need a final count and if they will allow last minute arrivals.
 - viii. Confirm seating arrangements, etc.
 - ix. Settle payment method the evening of the event by prearranging a final check with Central Office Manager.

L. Set Up Operations Day of Event

- a. Arrive at location as early as possible.
 - i. Check with the venue as to how early you can get there.
- b. Meeting with banquet house staff.
 - i. Review entire evening's events with checklist.
- c. Onsite pre-check meeting with all committee volunteers.
 - i. Review entire evening's events with checklist.
- d. Speaker confirmation.

M. Forms to Be Used

- a. All of the forms listed below are in the Forms section of the Job Description binder. These are originals, so please make copies as needed.

- b. These forms are used while preparing for the dinner.
 - i. Phone Lists
 - ii. Committee Chairs
 - iii. Sub-Committee Members
 - iv. Dinner Volunteers
 - v. Vendors
 - vi. Shopping List – Items that can be either obtained from Central Office or purchased.
 - vii. Banquet Masters Room Layout – This layout is how Banquet Masters could arrange up to 35 tables. Be sure to check with them for the exact layout.
- c. These forms are used during the dinner.
 - i. The Anniversary Dinner Agenda - Created in the order it has been conducted in the past. The form should be printed out and enlarged for easy viewing during the event.
 - ii. Table Number Callout Sheet – Use this to randomly call out tables for serving.
 - iii. Sobriety Countdown Sheet – If you want to get a total of sober years, use this sheet to enter amount for each year.
 - iv. Banquet Masters Room Layout – This layout is how Banquet Masters could arrange up to 35 tables. Be sure to check with them for the exact layout.
 - v. Checklist of Things to Bring – Helpful reminder list.
 - vi. Ticket Prices – Greeters can wear these front and back to alleviate the same question over and over: “How much are the tickets?”

ANNIVERSARY DINNER FORMS

The forms on the following pages are originals, which should be used to make copies.

- a. Item/Shopping List
- b. Committee Phone List
- c. Sub-Committee Phone List
- d. Vendors Phone List
- e. Agenda
- f. Table Number Call Sheet
- g. Sobriety Countdown Sheet
- h. Things to Bring
- i. Banquet Masters Room Layout
- j. Ticket Prices

ITEM/SHOPPING LIST

<input checked="" type="checkbox"/>	Item	Quantity	Source
<input type="checkbox"/>	Big Books	2	Central Office
<input type="checkbox"/>	Gift for Speaker	1	Varies
<input type="checkbox"/>	Raffle Tickets	1 roll per ticket seller. Different colors for basket and 50/50	Central Office or Office Depot
<input type="checkbox"/>	Tickets	28 - 35	Print N Time
<input type="checkbox"/>	Flyers	1000	Print N Time
<input type="checkbox"/>	Vases for ticket stubs for baskets	At least 30 – one for each basket	Central Office

COMMITTEE PHONE LIST

Position	Name	Number	Cell Phone or emergency number	Notes
AA Chairperson				
Central Office	Allen Chatman	727-333-7118		
Dinner Chairperson				
Co-chair				
Secretary				
Raffle Chair				
Basket Chair				
Greeter Chair				
Decorations Chair				
Speaker Liaison				

RAFFLE CHAIR

Position	Name	Number	Cell Phone or emergency number	Notes
Raffle Chair				
Ticket Seller 1				
Ticket Seller 2				
Ticket Seller 3				
Ticket Seller 4				
Number Caller				Calls drawn ticket number

BASKET CHAIR

Position	Name	Number	Cell Phone or emergency number	Notes
Basket Chair				
Basket Gatherer 1				Picks up baskets from Central Office
Basket Gatherer 2				Picks up baskets from Central Office
Basket Distributor 1				Distributes basket to winning ticket
Basket Distributor 2				Distributes basket to winning ticket
Basket Distributor 3				Distributes basket to winning ticket

GREETER CHAIR

Position	Name	Number	Cell Phone or emergency number	Notes
Greeter Chair				
Ticket Taker 1				
Ticket Taker 2				
Greeter 1				
Greeter 2				
Greeter 3				
Greeter 4				

DECORATIONS CHAIR

Position	Name	Number	Cell Phone or emergency number	Notes
Decorations Chair				
Shopper				
Creator/Setup 1				
Creator/Setup 2				
Creator/Setup 3				
Creator/Setup 4				

SPEAKER LIAISON

Position	Name	Number	Cell Phone or emergency number	Notes
Speaker Liaison				

DINNER VOLUNTEERS

Position	Name	Number	Cell Phone or emergency number	Notes
Dinner Volunteers				
Blessing				
Sobriety Countdown				
How It Works Reader				
12 Traditions Reader				
The Promises				

VENDORS

Description	Name	Number	Notes
Venue	Banquet Masters	(727) 541-1582	
Stage Rental	Ask Banquet Masters		Not necessarily needed.
Flyer Printshop	Print N Time	(727) 393-5199	
Sound / Recording	Nick K	(727) 698-3632	
Photobooth	Tom & Angie	(727) 200-7338	Costs \$300. Ask for discount.

TICKET DISTRIBUTION FORM

AGENDA

TIME	ACTIVITY	DESCRIPTION	PERSON
5:30 :20	Doors open	Greeters will begin showing people to their tables.	Greeters
5:50 :05	Call to Dinner	The Chair should call everyone to their seats when the facility staff says that they are ready to serve.	
5:55 :05	Blessing of the meal	An AA member, who has been selected by the committee, will come to the podium and say a <u>non-denominational</u> blessing for the meal.	
6:00 :40	Tables are called	The Chair will call people up to be served by table.	
6:40 :05	Thank Committee	The Chair will return to the podium to thank the Committee as a whole. The entire Committee stands, and the Chair asks for a round of applause.	
	Committee thanks Chair	The Committee then extends a unanimous "thank you" to the Chair and asks for a round of applause.	Committee
6:45 :30	Sobriety Countdown	The Chair introduces the person who will be doing the countdown. The countdown should be started with the number of years AA has existed to the present	
7:15 :05	Call the meeting to order	It is at this time the Chair will announce that the meeting is about to start.	
7:20 :05	Open the Meeting with a moment of silence followed by the Serenity Prayer and reading of the Preamble	After giving everyone a couple of minutes to settle down, the Chair will officially open the meeting.	
7:25 :06	Reading of "How It Works"	The Chair will introduce a pre-selected volunteer to read "How It Works."	
7:31 :04	Reading of "Twelve Traditions"	Then, the Chair will introduce the volunteer to read the "Twelve Traditions."	
7:35 :05	Introduce the Speaker	The Chair introduces the Speaker, telling where they are from.	
7:40 :45	The Speaker	The speaker should have 45 minutes to speak.	
8:25 :05	Present gift to the Speaker	The Chairperson presents this gift to the speaker in appreciation, after the speaker has finished.	
8:30 :05	Reading of "The Promises" or "A Vision for You"	The Chair introduces the volunteer to read "The Promises" or "A Vision for You".	
8:35 :05	Close the Meeting with the Lord's Prayer	The Chair should be able to close the meeting at around 8:30.	
8:40 :20	Hold the Basket Raffle	After the meeting has closed, the Raffle Chair should be introduced to perform both the basket raffle and the door prize raffle.	
9:00	Make sure everyone is out of the facility on time	It is the responsibility of the committee to make sure everything is done, and the facility is cleared out by the agreed upon time.	

TABLE NUMBERS CALLED

These numbers were randomly generated by Microsoft Excel, so if you're not called right away, get mad at Microsoft, not me!!

Table Number	Called
3	
31	
14	
16	
20	
26	
12	
17	
19	
8	
1	
21	
30	
34	
23	
5	
27	
11	
35	
6	
10	
15	
32	
29	
22	
2	
7	
9	
4	
28	
24	
18	
33	
25	
13	

Find out which tables need special assistance and call those first.
Call Committee and Volunteers next.

Announcement #1:
When you are finished eating, please take only one dessert until
Everyone has had a chance to go to the dessert table.

Announcement #2:
If you haven't had a chance to buy raffle tickets, get them now!

Make announcement #1 again.

Make announcement #2 again.

Make announcement #1 again.

SOBRIETY COUNTDOWN SHEET

Years	x	Count	= Total
71-75			
70			
69			
68			
67			
66			
65			
64			
63			
62			
61			
60			
59			
58			
57			
56			
55			
54			
53			
52			
51			

Years	x	Count	= Total
50			
49			
48			
47			
46			
45			
44			
43			
42			
41			
40			
39			
38			
37			
36			
35			
34			
33			
32			
31			
30			

Years	x	Count	= Total
29			
28			
27			
26			
25			
24			
23			
22			
21			
20			
19			
18			
17			
16			
15			
14			
13			
12			
11			
10			
9			

Years	x	Count	= Total
8			
7			
6			
5			
4			
3			
2			
1			
		TOTAL	
		MONTHS	
11			
10			
9			
8			
7			
6			
5			
4			
3			
2			
1			

Years	x	Count	= Total
		HOURS	
23			
22			
21			
20			
19			
18			
17			
16			
15			
14			
13			
12			
11			
10			
9			
8			
7			
6			
5			

Years	x	Count	= Total
4			
3			
2			
1			

THINGS TO BRING

Chairperson

- Anniversary Dinner black 3-ring binder
- Dinner agenda
- All readings

Decorations Chair

- Decorations – table centerpieces
- Signs for smoking area
- Double-sided tape, scissors, regular tape, packing tape, stapler, string (just in case stuff)
- Pens and markers
- AV person's cell phone number

Raffle Chair

- Raffle tickets
- \$1s and \$5s for change
- Money bag or box
- Ticket price signs
- Container to put sold raffle tickets in for drawing

Basket Chair

- BASKETS!
- Vases to put in front of each basket

Speaker Liaison

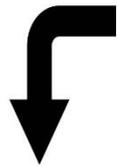
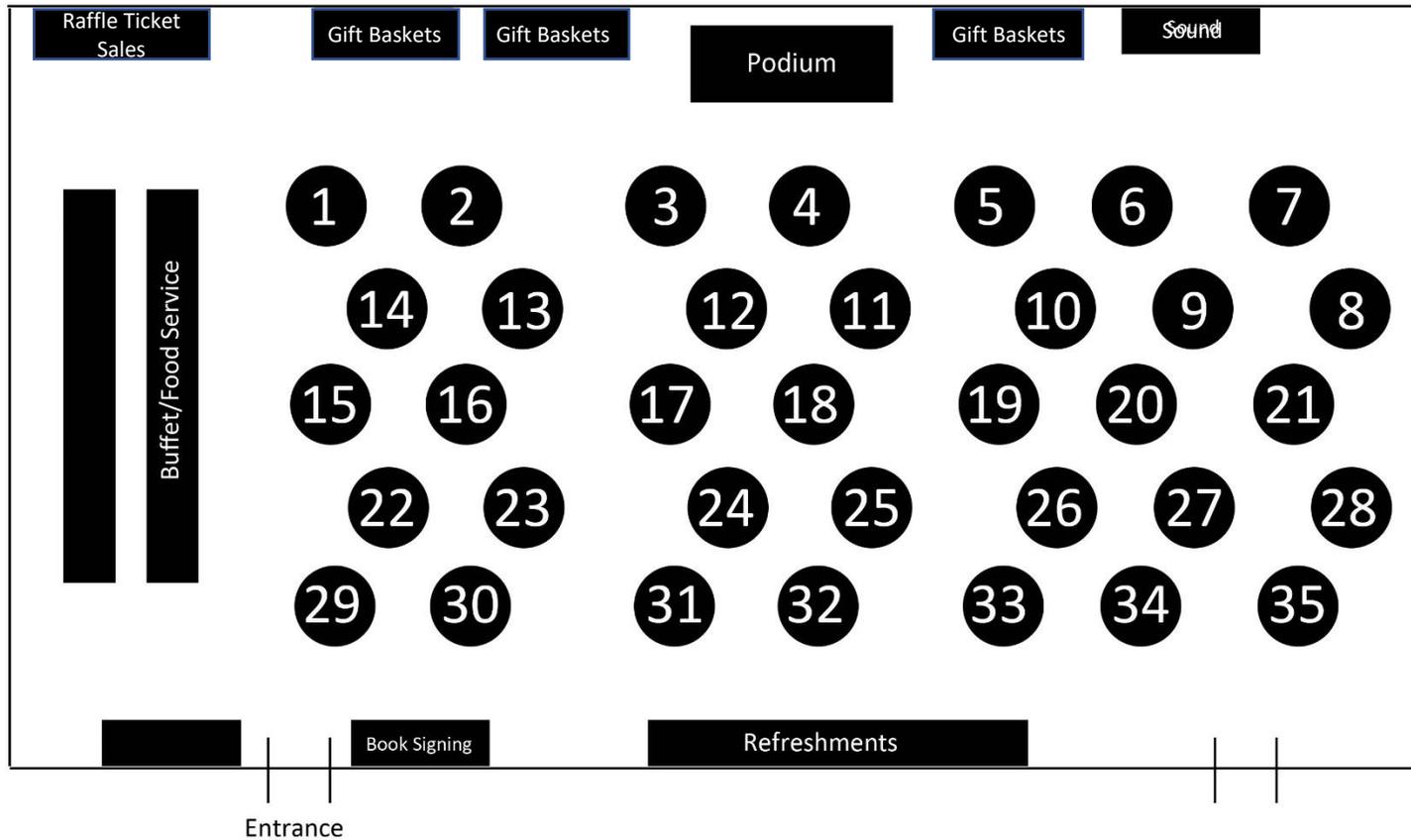
- Speaker's cell phone number
- Gift for speaker
- 2 Big Books
- Address and phone # for speaker's hotel (in case we have to go get him)

Greeter Chair

- Seating charts to assist greeters in seating guests

BANQUET MASTERS ROOM LAYOUT

NOTE: Check with Banquet Masters for the current layout to be used for the dinner.



Entrance/Exit

If there are 10 people per table, this layout will hold 350 people; if there are 8 people per table, it will hold 280. Let Banquet Masters know if you need 8 or 10 people per table.

Restrooms

TICKET PRICES

1 ticket - \$1

6 tickets - \$5

13 tickets - \$10

**2 arm's lengths -
\$20**

SAMPLE POST-DINNER FINANCIAL STATEMENT

Income:

Total Sales 217 @\$25.00	\$	5,425.00
Raffle	\$	483.00
Donations	\$	<u>21.00</u>
Total Income	\$	5,929.00

Expenses:

Banquet Masters	\$	4,465.00
Mileage for Speaker	\$	160.00
Hotel	\$	85.00
Plaque For Speaker	\$	65.00
Printer	\$	72.68
Hazelden	\$	72.08
Raffle Tickets	\$	17.10
Ribbons	\$	43.75
Office Depot	\$	<u>30.69</u>
Total Expenses	\$	<u>5011.30</u>

Profit/(Loss)	\$	<u><u>917.70</u></u>
---------------	----	----------------------

A FEW NOTES FROM A PAST CHAIR

This is a very rewarding event! It does take a lot of work but with a solid committee the night will come off a great success. Lots of things will go wrong, it's ok...no one will really notice. People will complain but don't let that get to you...it's not a success unless someone gets a resentment.

Banquet Masters is a great facility, and they are there every step of the way. Call them and ask questions. I suggest getting back up volunteers because people change their minds and not show up or someone's car will break down, be prepared. It's better to have more hands on-deck. There will be lots of compliments and people thanking you for your service. People are going to want to talk to you but be prepared to not get caught up in conversation this night...you're working! Having your people easily identifiable is a good idea.

As far as ticket sales go...this can get out of control if you are not careful. I think going to a paperless ticket would be best but not sure if that is going to be possible. Things that have happened in the past:

- Ticket seller loses tickets
- Can't get in touch with ticket seller
- Money does not match number of tickets sold
- Group wants to switch tables with another group
- Ticket seller says they didn't sell any tickets, but has no tickets to turn in.
- ...and the list goes on, but you get the idea.

Most importantly – have fun! This is a great event, and everyone enjoys it, especially if there is a theme to dress up to.