Canyon Lake Travel Club

Job Description

SOCIAL

Scope:

The Social Chairperson(s) shall plan and organize the general membership dinner meetings subject to approval of the Board.

Specific Duties:

Attend monthly Board Meetings and General Meetings.

Dinner dances are held the first or second Friday of March and September, and the first Friday of December.

Choose a theme for each quarterly dinner dance.

Submit special event permit application to City Hall for each event.

Meet with the staff of the Lighthouse Restaurant to select a menu, linen colors, room set up, and wine selection.Negotiate cost of food and wine.Get written contract from restaurant.Make sure it is all inclusive.Check previous year’s contract for comparisons.

Hire band and entertainment (if applicable) for dance.Obtain a contract.

Have centerpieces for each table to be given out at the event, if applicable.

Make arrangements for a microphone with the Lighthouse Restaurant.

Fill out work sheet about event for Publicity Chairperson.

7-10 days prior to event call the restaurant to confirm a final count that we will be obligated for.

Assign seating with Reservation Chairperson prior to the event.

Ensure a table is available for the band food is provided if contract provides for a meal.

Day of event check the banquet room for the proper table arrangement and set decorations and table numbers

Ensure that pictures are taken and submitted for posting on the Travel club website.

Purchase December door prizes with a budget set by the Board.

Provide Treasurer a copy of contracts and Event Financial Sheet at the end of each event.

NOTE:  At the January meeting, the Secretary will ask each board member to pick a month to host the Board Meeting.  Following the meeting, spouses or significant others are invited to join Board members for drinks and dinner that are provided by the host.   The food can simple, such as catered in pizza and salad or the host may choose to prepare dinner.  This is a fun time and a reward each month for all the work that Board member jobs entail.

Coordinate With:

Reservation Chairperson to keep informed on the number of members attending the dinner dance for cost control as well as seat assignment.

Publicity chairperson to keep all advertisement current and timely.

Lighthouse restaurant managers for meal selection and overall planning.

POA operations for table set up and any special needs.

Music and other entertainment personnel.

City Hall for event permits.

Contacts:

Manager, Lodge Banquet Services244-6841Ext 724

Restaurant Manager244-6841Ext 721

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