

Dinner Meeting Checklist

Pre-meeting:

1. Plan simple décor, small treats/favors, etc. **(Reminder that décor costs will not be reimbursed by Beta Chi)** A box of favors exists.
2. At least 5 weeks before the meeting, contact the meeting location/restaurant regarding menu choices as well as meeting room needs. Work to keep meal price around \$18-22 per person, **taxes and gratuities included.**
3. Communicate information with Communications Committee Chair to publish in newsletter:
 - a. Place, date, address, meeting time
 - b. Dinner choices
 - c. Cost
 - d. RSVP information (to whom, deadline)—member RSVP with name, email, phone number
 - e. Checks made out to Beta Chi
4. Collect and keep track of the members attending and money sent in

At the meeting:

1. Be at meeting 30 minutes prior to start to set-up
2. Check members in and collect any outstanding meal payments
3. Get monies to Treasurer and work with Treasurer and restaurant to settle the bill.
4. Remove décor after the meeting

Post-meeting:

1. Follow up to solve payment situation with members who reserved a meal, but did not attend the meeting. (See Dinner Reservation Protocol on next page)

Committee Member

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

3. _____

4. _____

1. _____