

Agenda for Setting up a Luncheon

Meet with Jane on the food you wish her to serve. This group that is meeting with Jane will be the golfers that are doing the luncheon and any questions can be direct to the luncheon committee chairwoman, Lynn Berman. This meeting should take place at least 3 weeks before the luncheon.

I will post a sign up sheet that has this information on it:

Shalimar 9-Hers October Welcome Luncheon

Wednesday, October 29th ... Please sign up below ...

Menu: 2 quiches: ham & cheese or veggie; broccoli salad; fruit salad; toss salad; Rolls, and dessert

Cost: \$12.00

Hostesses: Your executive board: Nancy, Mary Kay, Sue, & Susan.

Cups and nuts and stuff set out before we eat. \$10 limit (June Ray does all the name tags so talk to her) ... give the receipts to Sue. Dollar store here we come ☺☺☺

Decorate the tables ... that stuff is in the back room behind the check-in desk under the programs box. This big box is labeled Shalimar 9-hers.

The gal that can answer your questions is the **luncheon committee chairwoman** and that is Lynn Berman.

Use the tickets for the money pot raffle ... 6 tickets for \$5 or \$1 each

The tickets and name tags will be in the box in the back room.

Get 5 prizes for the name tag drawings ... \$50 limit ... give receipts to Sue Gulley. The \$10 gift certificates that you are giving out can be used to play golf or buy merchandise.

June Ray doesn't play golf and is always there to sell luncheon tickets. She also deals with the change needed. After collecting all the money & paying yourself back (or give the change back to the check-in desk) for the change for golfers to pay for the luncheon, then give the money to Sue Gulley.

1 – Golfers paying for their lunch and getting a name tag with numbers on it ... 5 will win. June Ray has been helping regularly with this as she doesn't golf and is there when the first ones come in from golfing.

2 – Selling tickets for the money pot which ½ goes to one person and ½ to the club funds, Sue Gulley.

... **Carol Parker and Patty Carnes** will handle this at the luncheon.

Remember that all of the luncheon money is turned in and you only take money from that if you brought change for golfers paying for their luncheon and then you reimburse yourself. After you give **Sue Gulley** the receipts for whatever you bought for the luncheon, she will give you a check from the Shalimar account for items that you purchased. If we have 30 golfers eating lunch, then \$360 is turned into Sue. (30 x \$12)

*** If you would like Nancy to post the sign-up sheet, I will. I, **Nancy** have a package of the decorative card stock paper that have the food pictures on it. I have it saved as a template on my computer with the lines for people to sign up. It is just like the one that I posted for each luncheon. I will be glad to do this for you if you will just e-mail me and furnish me with what food we are eating.. Nancy's e-mail is coachellis@cox.net

Before you purchase anything, always check out the Shalimar 9-hers box in the back room (behind the check-in desk) to see what we might already have ... waiting for you to use for the luncheon.

After the luncheon is over, it is your responsibility to make sure the numbers and everything else gets put back in the box that is in the back storage room. That is the box labeled Shalimar 9 hers.

Thanks for all you do.