

Social Committee

SIR's Branch 37



Position Responsibilities for Chair & Assistant

Date 1/27/16

The Social Committee Chair is responsible for handling all of the arrangements for our December Holiday Luncheon/Ladies Invited. The luncheon is the first Thursday of December each year and, for attendance purposes, is our December Monthly Luncheon.

First quarter: arrange (book) the entertainment with estimated cost of \$200. Anything more than \$200 requires prior BEC approval before booking.

July: Arrange with the Elks' manager the menu and price. Get at least 2 (maybe 3) different menus with prices to be presented to and voted upon by the BEC. At the same time, request approval for the Entertainment cost, cost of wine purchase, ticket printing cost, etc. Upon BEC approval on the total cost, set the ticket price. Order 200 Holiday Luncheon-Ladies Invited tickets numbered 001 – 200. (Numbered tickets will tell us at anytime how many tickets have been sold.) See sample ticket for the format. "Printmasters" is a good resource for the ticket printing.

August, September & November: Publish (with Bulletin Editor's help) periodic articles in the Bulletin advising the membership of this up and coming event. Make a confirmation call to the entertainment contact to make sure it's still a go. The Big Sir will undoubtedly call upon you at the Monthly Luncheons to give the membership an up-date.

October: Bulletin articles mentioning the event and tickets going on sale at the November Luncheon. To expedite this process, tickets may go on sale for BEC members attending the October BEC meeting.

Chair and Assistant Chair will sell the Tickets at the October BEC Meeting and at the November Monthly Luncheon. Ticket sales include table assignments and recording attendance of each SIR who buys a ticket. An Attendance Sheet is available from the Attendance Chair. A diagram of the table arrangements will help with the table assignments. A "Stag" table might be appropriate.

Attend Monthly BEC meetings throughout the year to keep the BEC abreast of Social Committee progress. At the very least, attend when BEC discussion or approvals are required. Advise the Big Sir of current progress if absent for any BEC Meeting.

In addition to the above, any special arrangements for this affair are the Chair and Assistant Chair responsibilities including all coordination with the Elks as it relates to this affair. Ask if any help is needed.

The monthly luncheon name tags are not used at this function. Therefore, make sure there is a supply of blank name tags (and felt pens) for all Sirs and their ladies. The Elks holiday decorations are usually already displayed for this affair.

Table Tubes are not used for this affair. Ticket sales are to cover the cost of the meals only. The opportunity drawing should cover the cost of entertainment, tips, and other expenses. The Treasurer prepares a separate accounting for this event.