Event Title: _____ Event Date: _____

Background:

This document is designed to help you plan your social and dinner event. Not all of the information in this document will apply to your specific event and there may be some things missing that you need. If you have questions, please reach out to the Social Chairperson at socialevents@oregonpca.org.

Elements of the Event, Typical Monthly Dinner Meetings

- Locate a restaurant that can hold at least 50 – 60 people, requires no guarantee for the number of people or requires a room fee and has plenty of parking. If the room fee is just to hold the room and will be reimbursed after the event, that is ok but please check with the Social Chairperson.
- Determine food options for the dinner and the payment options:
    a. Order from menu at the event, attendees pay the restaurant with cash or credit card
    b. Order from limited menu at the event, attendees pay the restaurant with cash or credit card
    c. Order from limited menu but order food choices ahead of time, attendees pay the restaurant at the event.
    d. Order from limited menu but order food choices and pay ahead of time online
    e. Offer a buffet and pay ahead of time online
- If collecting monies ahead of time online add a tip into the pricing. If individuals are paying at the restaurant, be clear if a tip will be included in the final bill.
- If collecting monies ahead of time online, make sure the restaurant will take a credit card for the final bill.
- Please provide the Social Chairperson with the information on the event at least 2 months before the event, so we can publish this on the web, in the weekly email blasts and in the Anzeiger.
- Make sure someone writes an article about the event for the Anzeiger within 1 week of the event and submits it to the Communications Director at communications@oregonpca.org.
- If not already assigned a photographer, make sure someone takes photos at the event. Provide the pictures to the Communications Director.

Information Needed for the Event 2 month prior to the event

- Event Title
- Date and Time
- Maximum number of people
- Name of restaurant and address
- Menu with costs to publish on web
    a. If ordering ahead, make sure the costs already include a tip
    b. If we are collecting money for the event online, we will have to edit the costs to include credit card fees
- Directions or other information you want to include
- Cutoff date for reservations and contact person
- Information on ramifications of canceling (if any)

Tasks Before the Event:

- The Communications Director will send a list of current attendees registered, once a week, to the Social Chairperson and the event organizer.

- The Social Chairperson reviews list of attendees each week to make sure there are no duplications. The Social Chairperson will follow up with any attendees if there are questions and report back to the Communications Director with any needed changes so the attendee list is updated on the web event.
- If money is taken prior to the event, report any requests for cancelations/refunds to the Communications Director so a refund can be issued. The refunds must be requested within the timeline outlined on the event information. Communication Director will update the attendee list on the web.
- When the event fills or at the RSVP cutoff date, a final list will be sent to the Social Chairperson and the event organizer. After this, waitlists or other changes are managed by the Social Chairperson and event owner.
- Check with contact at the restaurant 1 week before to make sure everything is set.
- Provide updates to the restaurant on final number of attendees and orders (if taken ahead of the event) at the cutoff date.
- Send emails to all registered attendees 7 days prior to the event to remind them to attend or cancel if they can no longer attend. Refunds (if money was collected) may not be offered at this point.
- Collecting money prior to the event, make sure one of the board members with a Club credit card will be in attendance, so they can pay the bill: President, Treasurer or Vice President. Otherwise determine who will pay the final bill.

Tasks at the Event
- Be at the restaurant by 5:15pm at the latest and find the location for the event in the restaurant. Check that seating matches the number of people attending and make any changes as needed. Set up a place to great and check people in.
- As people come in, welcome them and if needed provide them with a card with their order. Remind them about paying for their drinks before they leave.

Tasks at the end of the Event
- If needed, pay the final bill. If money was collected ahead of time, a statement on the monies collected will be provided including the meal total and credit card fees. This is based on the status at the time the RSVPs closed. This probably will not match your final attendees list. Calculate what you think the bill will be based on the changes since the RSVPs closed and match that with the bill from the restaurant. Reconcile any differences. Find one of the board members with a Club credit card to pay the bill: President, Treasurer or Vice President.
- If cash was collected at the event, provide this to your Board Director or the ORPCA Treasurer for deposit to the ORPCA account.
- If not already done, if a participant has cancelled within the limits of your policy and a reimbursement is due, please contact Communications Director and request a refund.