

Responsibilities for Person in Charge of Taking Reservations

The person(s) taking reservations will do the following:

- Make a flyer for the newsletter and send a copy to the Presidents and Newsletter editor.
 - ☑ Make sure the flyer has the
 - Date
 - Place
 - Time
 - Event
 - Cost
 - Menu
 - your address and email or phone number, and
 - that the person who signs up is responsible for meal cost once she signs up.
 - ☑ Also, make sure that VEGETARIAN is listed as an option for the meal.
- Write a brief article for the newsletter and send it to Newsletter editor and president(s) for a news release.
- Take reservations and collect the money.
- Get a bio of the speaker (where appropriate) and give to the Presidents for the introduction at the meeting.
- Get the initial and final count of reservations to the restaurant.
- Make a list of the attendees with those paid and unpaid and check in attendees as they arrive.
- Give a list of attendees to the Treasurer with the money BEFORE the end of the meeting so the bill can be paid.

Please contact your branch president if there are any problems/concerns.