

National Women in Pensions, Inc.
Dinner Hosting Procedures

Rev. 03/2010

Thank you for volunteering to host the next WIPs dinner. The following documents are attached to these Procedures to assist with the planning and promotion of the dinner:

- sample letters,
- name tag template, and
- RSVP form.

You will receive an electronic file of the following documents:

- sample database for tracking RSVPs, entrée choices, etc., and
- WIPs e-mail distribution list. *The WIPs e-mail distribution list is not to be used for solicitation purposes of any kind.*

The following is some general information about hosting a WIPs dinner.

*** At Least Twelve Weeks Before the Dinner:**

 Select a Date for the Dinner. Coordinate the date with the WIPs *Board Member in Charge of Dinners* to confirm there are no conflicts.

 Research/Choose a Restaurant and Secure the Restaurant Contract.

1. Research restaurants in the Atlanta metropolitan area (Midtown, Buckhead and close-in Perimeter areas). If you are hosting a Fall dinner, please confirm the date of the SEBC fly-in with the *Board Member in Charge of Dinners* because the Fall dinner historically has been hosted near downtown on the evening of SEBC fly-in.
2. Confirm that the restaurant has a private or semi-private room which can accommodate 35 to 50 attendees.
3. Make sure there is convenient and ample parking near the restaurant.
4. Request set-up of a small table which will be used as a sign-in area on the evening of the dinner.
5. Three (3) entrée choices are preferred, e.g., poultry, fish, beef selections.
6. The total cost per person, including a non-alcoholic beverage (i.e., soft drink or tea), tax & gratuity, should be \$50.00 or less.
7. Try to avoid guaranteeing a specific number of attendees. If this can not be avoided, do not guarantee more than 25 attendees.
8. For your convenience, try to avoid requiring attendees to pre-select an entrée. Otherwise, you will have to track the entrée selections and forward this information to the restaurant prior to the dinner, or the restaurant might request place cards for each guest indicating her entrée selection.
9. Obtain a written contract stating the total charge, including dinner, a non-alcoholic beverage, tax and gratuity and forward the contract to the *Board Member in Charge of Dinners* for review. Additionally, make sure the contract includes a provision that WIPs will pay the bill by a **single check the evening of the dinner**.
10. WIPs does not pay for alcoholic beverages. The preference is to arrange for a cash bar in the private (or semi-private) dining room. However, if there is a charge for a cash bar, try to negotiate a fee waiver. If a cash bar is not an option, request a floating wait staff to take orders and charge each guest (separately) for her beverage(s). Clarify that the restaurant must run separate tabs for alcoholic beverages.

11. You are strongly encouraged to choose a restaurant that does not require a deposit. In the event that you encounter challenges finding a restaurant, contact the *Board Member in Charge of Dinners* for suggestions.

*** Eight Weeks Before the Dinner:**

___ Send a Save-the-Date Notice by E-mail.

1. Approximately eight weeks before the dinner, e-mail a save-the-date (include the date, time, name of the restaurant, street address and zip code) to the individuals on the WIPs e-mail distribution list. There are approximately 300 individuals on this list.
2. Send the same information described above to the *Board Member in Charge of Dinners* in order for this information to be included on the WIPs website "Upcoming Events" page.

*** Four Weeks Before the Dinner:**

___ Distribute Dinner Announcement and RSVP Form.

1. Approximately four weeks before the dinner, e-mail, the dinner announcement and RSVP form. This RSVP form should include the dinner specifics (i.e., location, date, time, menu, cost and RSVP deadline, restaurant name, address, zip code and phone number). Coordinate this distribution with the *Board Member in Charge of Dinners* as this mailing is typically attached to a newsletter from the WIPs Board President.
2. The dinner should not cost more than \$50 per member (including non-alcoholic beverage, tax and gratuity). Non-members are charged \$15 over the member price.
3. The RSVP deadline should be five (5) days before the dinner date.

Handling Undeliverable E-mail. Some e-mail may be returned as undeliverable due to job changes, relocation, etc. If possible, keep a list of undeliverable e-mail and forward the list to the *Board Member in Charge of Dinners*. Your list will be used to update the WIPs e-mail distribution list.

Tracking Attendees. Keep an alphabetical list of RSVPs in a document or database, showing the name of the attendee, company name and the entree selection, if required by the restaurant prior to the dinner.

*** 10 Days Before the Dinner:**

___ Send A Reminder E-mail.

1. Approximately ten (10) days before the dinner, assess the number of RSVPs received and determine whether a reminder e-mail should be sent. If the number of responses is low, send out a reminder at least seven (7) days prior to the dinner.
2. Be prepared that most RSVPs will arrive early the week in which they are due and, possibly, after the due date.

___ Contact the restaurant and confirm all arrangements. It is recommended that you confirm all arrangements with the restaurant.

*** 3 Days Before the Dinner:**

___ **Print Name Tags.** Print a nametag for each attendee. Include the first and last name and company name on the nametag. Also, indicate which guests are attending their first or second dinner (e.g., colored dot on the nametag).

___ **E-mail or call the Board Member in Charge of Dinners** to confirm that all arrangements are in place. Forward a list of RSVPs to the *Board Member in Charge of Dinners* so that she can work with the WIPs Administrator to verify membership. Non-members must pay \$15 over the member dinner price.

___ **Notify the Board Member in Charge of Dinners of Cancellations and Substitutions.** Refunds will be issued for cancellations made at least 78 hours before the dinner (*i.e.*, by noon at least 3 days prior to the dinner date). If an individual who RSVP'd is unable to attend the dinner, she may send a "substitute". However, WIPs must be notified of the substitution (any time) prior to the dinner and the payment must be worked out between the individuals.

*** Evening of the Dinner:**

1. Bring the following to the dinner: (i) printed nametags, (ii) blank nametags, (iii) the alphabetical list of RSVPs, note whether they are members or non-members, and their entrée selection, if required, (iv) marker for blank nametags, (v) a couple of pens, (vi) a few sheets of paper, and (vii) the original RSVP forms (give the forms to the *Board Member in Charge of Dinners*).
2. Arrive at the restaurant early and check the space to ensure all is in order for the dinner.
3. Arrange the sign-in area with nametags, list of RSVPs, etc.
4. One of the WIPs Board Members will assist with the sign-in process and will be available for questions. As guests arrive, hand out nametags, collect any money that may be due and provide receipts to anyone who requests one.
5. WIPs will write a check to the restaurant, at the end of the evening. Please be available until the end of the evening to coordinate payment between the WIPs Treasurer and the restaurant staff.

Thank you in advance for all your hard work in organizing another great WIPs dinner!

WIPs Board Member in Charge of Dinners

Tilda Kaplan (404) 261-2847

tildak@aol.com