

Dinner Chair Job Description

1. Several days before the deadline for the Newsletter insert (usually the 20th of the month), call Dino Papapetrou (Caterer) to agree upon the two entrees and dessert to be served the following month. Phone: 209-588-1233, Cell: 209-694-9998 Fax: 209-533-3074.
2. Write an article for the Newsletter. Include date and social hour time and dinner time, entrée selections and cost, and deadline for RSVP with phone number/email of where to RSVP. See prior Newsletters for examples.
3. Once the monthly Newsletter is e-mailed to all the members, you'll start receiving phone calls (or e-mails, whichever you prefer, or both) with their entrée selections and number in their party. If by the last week before the dinner it doesn't appear we're going to meet the restaurant's quota for a minimum (Elks likes to see at least 40), feel free to send out a reminder e-mail to members and/or call each member individually. Usually you can acquire help with that task by asking others for assistance. The Newsletter Editor can send out a mass e-mail to all members. This has been very effective for getting more reservations.
4. Tally the RSVP's, recording their dinner selections with corresponding member names and report the totals to Dino the weekend before the dinner meeting. Call the Elks Club manager (Tim Gates 209-533-1587) with the total number of guests so he can provide enough tables and set up. White linen napkins will be provided unless a call to the manager for a different color is placed.
5. If response is low a week before the dinner meeting, ask the Newsletter Editor to send out a reminder of the deadline.
6. Bring members' name tags with their entrée choice on colored tags placed in the name tags for them to place on their seating place. This confirms their entrée choice and helps Elks serve entrees to the right seat places.
7. Arrive early to the venue; place centerpieces from storage on tables, set up a receiving table where money is collected from members as they come in. The money is recorded on a tally sheet (see sample – a separate Excel file)) and member name badges with entrée selection tags are handed out to the members.
8. Before the close of the evening, count all checks and cash and make certain that it balances out to the number of members that signed up and turn it all in to the Treasurer (or in the absence of the Treasurer, to the President or VP) in an envelope with the final tally written on the front. Note: if a member doesn't come to the dinner, after we (as a club) already turned in our final head count to Dino and the Elks Club, that member is still obligated to reimburse the TCNC for the cost of the dinner.

Any unclaimed dinners because of no-shows will be offered for sale at a discount (normally \$10), and the remainder of the cost of the dinner will be collected by the Dinner Meeting Chair from the member who did not show.