

A. The Committee is composed of a Chairman, and two or three other members chosen by the Chairman. Members' names are submitted to the Governing Board for acceptance. In addition, the current Treasurer serves as an Ex-Officio member.

B. The principal tasks of the Committee are as follows:

1. To arrange for the two Ladies Day Luncheon events, held generally in mid-June and in mid-December. The menus are to be arranged with the Catering Manager and/or the Chef of the Sheraton Hotel. To facilitate a suitable menu, preferably for the price of one of our "tickets", initial discussion of the menu should be started at least 2-3 weeks prior to each event. We like to have a choice of two entrees. However, this means there is a \$2.00 extra charge, which the Fellowship Forum absorbs. At these luncheons, it is recommended that blank nametags and marker pens be made available on a side table for use by the guests. The Chairman and one other member should sit at a table near the front door, to check off attendees as they arrive, and to pass out slips of paper indicating the entrée selected, for them to put at their selected place.

A sign-up sheet for each Luncheon should be distributed to Members at least 2-3 weeks prior to each event, in order to get an accurate number of attendees for the Catering Manager and Chef. The Chairman should give each table a sheet for that table, gather the sheets, and transfer all the data to a single Master Sheet. Then at the next meeting, copies of the Master should be distributed again to each table, and the process repeated. This allows members to add or subtract, and to make changes to the entrée selection. Members who do not indicate whether or not they are coming, should be phoned, in case they were ill, or out of town for the first announcement.

Complaints about any aspect of a luncheon should be taken up with the Catering Manager as soon as practical after that meal.

2. To negotiate the new-year contract for luncheon service for the next year. This is an important task, which may involve discussion with several levels in the hotel management, and can take several weeks before finalization. The discussion should start with the Catering Manager. Two Committee members should be present to "provide a solid front" for the negotiations, if necessary. **It is essential to avoid raising the guaranteed number of meals/day, i.e. as we will then pay for any meals when attendance is below the guaranteed number.**

Ticket prices for the up-coming year are to be recommended to the Governing Board for approval, preferably as soon as the contract is final. The bill for each luncheon is paid by the Treasurer.