

September 1, 2022

## GENERAL INSTRUCTIONS for COMMITTEE CHAIRPERSONS:

Each Committee Chairman) will be given the date and the budget for the event by the Event Coordinator (Sandy Slobodian) as soon as the PVCC season calendar is available.

In general, the budget should be a guideline, but if the committee desires to increase the budget, this can only be done with the agreement of the Executive Board. All proposed changes to individual budgets will be submitted to the Event Chairman for consideration by the Executive Board who will respond promptly

It is important that the number of projected attendees be carefully considered for the four special events since the number of attendees directly impacts the money available to spend. It is important that your committee and the Board assists in marketing the event. †

The four special events are:

- Lady Niner Opening Party
- Guest Day
- Nine and Dine and Dance
- Final Fling

The budget for monthly meeting days should generally not be exceeded for any reason. Attendance does not need to be estimated other than for tables to be decorated, as each member pays for their own lunch directly to PVCC.

As a meeting chair, please do not subsidize an event out of your own pocket. We want all the events to be treated equally.

Any expenses incurred within the approved budget will be reimbursed promptly by the Treasurer. Each person incurring expenses will be reimbursed separately. For meeting days, all reimbursement requests should be submitted together in the attached format.

The Expense Reimbursement Form is available on the website in Excel and as a PDF. You can fill out in Excel or print the PDF and fill out manually.

Each event will sell Magic Putts in support of the Backpack project. The committee will staff that position along with the check-in. You will need three or four people at the Check-in table. The Treasurer will provide change for Magic Putts. Stickers or tokens should be purchased as part of the decoration budget. All money for Magic Putts should be delivered

to the Treasurer before play commences. If the Treasurer is not available, the President or the Secretary will accept the cash.

Tips for Servers will be provided in cash for each event and will be given directly to the Food and Beverage manager. For Member-Guest, tips for bag handlers will be given directly to the Pro Shop.

Judy Slapin will be taking pictures for each event and posting to Facebook. Please coordinate with the when you want your committee photographed.

**Timeline for all events:**

**60 days prior (or more)** meet with the committee and determine the theme. Any special apparel or colors to be worn by members, if desired by the committee, should be included. Notify the Publicity Coordinator (**Sharon Andringa [sharonandringa@aol.com](mailto:sharonandringa@aol.com)**) of your choices and she will prepare poster and applications (if required) for your review and review of the President and Events Coordinator. Once approved, the Publicity Coordinator will post materials and President will send the first email advertising. Emails will follow every two weeks up to event.

**45 - 60 days prior** decide on concept for food and notify the Food and Beverage Coordinator (**Sheryl Collins [sherylacollins43@gmail.com](mailto:sherylacollins43@gmail.com)**) who will prepare a menu for your review and approval. Notify F&B of table cloth and napkin colors, estimated number of tables in dining room, number of tables required for check-in and any other activities and estimated attendees. A copy of a sample Banquet/Event Order Form to PVCC is attached for reference. This form is completed by the F&B coordinator but it shows what needs to be considered. Sheryl will provide the committee chairman and the Events Coordinator a copy of the BOE

**14 days prior** – meet with Diane to discuss games on the course and get approval.

**14 days prior** – confirm with Debi when room will be available to decorate.

You should schedule your committee meetings to allow enough time to meet these deadlines.

**ANY QUESTIONS OR CONCERNS ABOUT THE PROCEDURE SHOULD BE ADDRESSED TO THE EVENT COORDINATOR.**