

Operations Worksheet 30 – Reservations Committee
(Reviewed and Revised – March 2013)

The Reservations Chairman is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Chairman receives reservation requests and funds, and makes reservations for Chapter meetings, using the following guidelines:

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to chapter meetings.
2. Compile a Treasurer's copy and a Chairman's copy, alphabetically, of check-in lists for each meal, consisting of:
 - a. Pre-paid reservations;
 - b. Call-in reservations; and
 - c. Walk-ins
3. Coordinate reservations with the head waiter or responsible person at the location of the meeting.
4. At the check-in table:
 - a. Check in participants and collect funds if not already paid.
 - b. Distribute name tags received from the Membership Chairman. Have blank name tags available for visitors.
 - c. Distribute meal designator cards (meat, fish, salad, etc); and the door prize ticket.
 - d. At the appropriate place in the program, deliver door prize ticket stubs to the President along with an envelope containing the money from door prize receipts for presentation to prize recipient.
 - e. Monitor the sale of 50/50 tickets, conducted by a volunteer appointed by the President who will deliver ticket stubs and prize money to the President.
 - f. Deliver funds from luncheon sales to the Treasurer who will pay the luncheon bill. The difference between the money collected for each meal and the money paid for the meal subsidizes the cost of chapter guests with any overage going into the treasury.
5. Current meal prices to be charged are those approved in advance by the Executive Committee.