



DWC Hospitality Chair

It should be noted that due to the overlapping of responsibilities, the Reservations Chair, the Newsletter Chair, the Hospitality Chair, the Restaurant Chair and the Program Chair shall work closely and seamlessly together.

The Hospitality Chair serves as a “welcoming hostess” at the monthly general luncheon meetings. She is also responsible for putting together the name tags for all attendees. As members check in at the meetings, they are greeted by the Hospitality Chair and the Reservations Chair.

The Hospitality Chair prepares name tags for every member attending and gives each member and guest attending their name tag. Name tags are collected at the end of each luncheon meeting so that they can be re-used for the following luncheon.

Note: For those restaurants providing several entrée choices, members will be responsible for selecting their choice of entrée, when submitting their RSVP. In turn, the Hospitality Chair will place colored dots on every name tag, signifying the entrée selection.

The colors are as follows:

- Blue: seafood
- Red: meat
- Green: vegetarian
- Yellow: chicken

The Reservations Chair and the Newsletter Chair shall work closely together in coordinating the final list of attendees as well as notifying the Restaurant Chair of number of attendees, and as appropriate, number of entrée selections. The Reservations Chair and/or the Newsletter Chair shall provide the Hospitality Chair (in a timely manner) with the final list of members attending as well as their entrée choices, so that she has ample time to prepare the name tags.

Door Prizes: It is a Club tradition to have door prizes for members. Door prizes are normally donated by various members (who choose to do so) and occasionally from local businesses. Also, occasionally the Program Presenter may bring a door prize.

The Hospitality Chair also helps to collect door prizes for every monthly luncheon meeting. In addition to providing the name tags for all attendees, she inserts a ticket in the back of the name tag placket. The matching tickets are then placed in the ‘drawing’ for the door prizes. A record is kept of those donating door prizes, in order that they may be recognized.