



## **DWC Reservations 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 Chair shall maintain an accurate record of all reservations including:

- Member's name
- Member's entrée selection
- Guest names and entrée selections
- Program Presenter(s) names and entrée selections.

The Reservations Chair will work very closely with the Newsletter Chair. The monthly newsletter shall contain complete information on the name of the restaurant, location, menu and how to RSVP. Reservations will be collected by the Reservations Chair. The Reservations Chair will notify the Restaurant Chair of the final count of attendees along with the final count of entrée choices. The Restaurant Chair will contact the restaurant with this information. NOTE: At least one RSVP reminder notice will be sent to all members prior to every monthly luncheon meeting.

The Reservations Chair and/or the Newsletter Chair shall submit (in a timely manner) the final record of attendees (members' and guests' names & entrée selections) to the Hospitality Chair, in order that she can make the appropriate name badges. It is customary for the Executive Board, as well as the Membership Chair to also receive the final record of attendees.

The Reservations Chair, with the assistance of the Hospitality Chair, may be available to help:

- Welcome attendees at the meeting.
- Receive & record payment from all attendees for luncheon. Note: All payments and a final record of attendees along with a payment recap shall be given to the Treasurer immediately following the meeting.