



DWC Restaurant 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 Restaurant Chair shall be responsible for securing a restaurant for each general monthly luncheon meeting, which are conducted September through June. She shall get approval from the Executive Board (the list of restaurants that can be selected) before booking the restaurants. A list of suggested restaurants, as well as those restaurants used in the past and those that will no longer be used shall be provided to the Board.

Factors to consider when selecting restaurants:

- Location and parking
- Quality of food and service
- Ease of entry into restaurant
- Layout of restaurant: if conducive to seating for the monthly luncheon as well as accommodating the Program Presenter
- Noise

Note: those restaurants who require a written contract or a guaranteed minimum count of attendees will not be used.

Once the restaurant is selected, the Chair shall:

- Work with the restaurant contact to select the menu, either buffet or 2 or 3 entrée choices (in the categories of seafood, meat, chicken and vegetarian).
- Ensure that the cost to the Club for providing the lunch shall not exceed the current pricing guideline.
- Confirm with the restaurant that water & tea will be included in the cost. (complimentary coffee is also welcome.)
- Inform restaurant contact that no tax is charged as the Club is tax-exempt.
- Provide the Club's Certificate of Exemption upon request.
- Ensure that every restaurant will have an extra table to accommodate the 'checking in' of attendees.

The Restaurant Chair will submit in a timely manner to the Reservations Chair, and the Newsletter Chair:

- Name & location of restaurant
- Restaurant Contact and contact information
- Menu: including buffet or the entrée choices

The Restaurant Chair will submit in a timely manner to the Program Chair:

- Name & location of Restaurant
- Menu: including buffet or the entrée choices