

Luncheon Reservation Coordinator Procedures

1. Work with Dean of Chairs and caterer to get lunch menus for whole year and also determine with Dean of Chairs the dietary special options for each meal, such as dairy free, nuts, gluten, etc.
2. Work with web master to load the menu options and the dietary special items like fruit cup/GF/Dairy Free in the RSVP function for all months.
3. Work with Web Master to send out reminders for the upcoming lunches for the year.
4. Establish one "caller" to be your tech support to members trying to register online and establish a second "caller" to take reservations for those who must do theirs offline.
5. As monthly cutoff approaches luncheon coordinator to assign members to call/text reminders to the two callers and herself.
6. Luncheon reservations close the Monday prior to the meeting at 5. Luncheon Reservations Coordinator to send counts to the Dean of Chairs and to the Caterer. Counts need to include entrée counts, fruit cup counts and specialty counts. Luncheon coordinator needs to disable the website reservations ability once the reservations are closed.
7. Luncheon reservations coordinator to double check that people who signed up prepaid all legitimately did prepay and advise the ones that signed up that weren't that she is changing their reservation and also coordinator will double check that any prepaid didn't accidentally sign up for non prepaid.
8. Luncheon coordinator to eye ball member/guest/entrees to make sure a member didn't register for both entrees or as both member/guest accidentally and fix if this happened. If the coordinator adds up the total of meals, it should match the total member/guest count. If it doesn't, someone likely forgot to check whether they were a member or guest or which meal option.
9. Luncheon Reservation Coordinator to make sure there are enough signs for the fruit cups/special meals for registration and to print out two copies of those who are registered. One copy will go to the greeter handing out the signs/veggie chargers and the other is back up in case online is down for checking in people.
10. Callers to check in the non prepaid guests online and mark down their payments.
11. Coordinator to assign greeters to check in the prepaid online and hand out the signs/veggie chargers.
12. Make sure the name tage box (in armoire) is placed on the table by the entrane to the great room, the Gigi garden donation basket (in armoire) and the gold chargers for the vegetarian lunches are out. Also have out a basket for RISE donations.
13. Count/double check cash and checks/ received including Gigi funds which should be kept separate and ensure all money is given to corporate secretary, or President in corporate secretary absence.
14. Send report of members who were/were not in attendance and those with a balance to corporate secretary, who will send out a bill for payment missed luncheons, treasurer, dean of chairs and membership chair.

15. Corporate secretary to advise of payments received after lunch date and lunch coordinator to update account.