

Leaders' Appreciation Banquet Process

This process begins after the date for the Leaders' Appreciation Banquet is selected. It's a good idea to have a few dates in case the venue is already booked.

1. Contact the venue (i.e., Ramblewood Country Club in Mt Laurel) and firm up the date.
2. Inform the venue that we also want a bartender (which costs extra), a soda bar (which is free), a mic, a podium, and a table behind the podium.
3. Obtain the menu from the venue.
4. Determine a menu price point from the Board.
5. Choose a catering package and inform the venue. Depending on the package, we may want to pick up dessert somewhere else (i.e., Sweet Eats in Voorhees). If the latter, verify the venue does not charge us for dessert.
6. Receive the contract from the venue. Complete and submit an expense voucher, along with the deposit invoice, to the Treasurer.
7. Obtain the list of qualified leaders from the Activity Chairs. As of this version, the chairs are:
 - Biking – Neil Kornhauser.
 - Hiking – Evelyn Minutolo.
 - Kayaking – Frank Pearce.
 - Trail Maintenance – Ro Mason.
 - Backpacking/Camping – Kevin Drevik
 - Cross-Country Skiing – Eileen Greve.
8. Send the list of qualified leaders to Membership Director, who makes sure these qualified leaders don't have to pay their annual dues for the upcoming year.
9. Prepare a "Save the Date" email through Wild Apricot about 8 weeks before the banquet and send to the Board and the qualified leaders.
 - **Note:** The invite list includes guests of both the board members and qualified leaders.
10. Prepare the invite through Wild Apricot and determine the schedule to email it to the Board and the qualified leaders.
 - 6 weeks before the date the venue needs to know.
 - 3 weeks before the venue needs to know.
 - 1 week before the venue needs to know.
11. Submit the final headcount to the venue per the date in the contract.
12. Complete and submit an expense voucher, along with the final invoice, to the Treasurer per the date in the contract.

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Miscellaneous Tasks

- Prepare a list of the members to whom to invite will be sent. This is used for checking-off who has RSVP'ed yes or no.
- Prepare a list of those who RSVP'ed yes to check-off when the members arrive.
- Pick a greeter to help check-in the guests.