

Leaders' Appreciation Banquet Process

Updated: 03/26/24

- Decide on date/times for the banquet, with board approval.
- Contact the venue (i.e., Ramblewood Country Club in Mt Laurel, Riverton Country Club in Cinnaminson), firm up the date, find out what the deposit is, and request approval from the board for the deposit. Complete an expense voucher for the deposit and submit to Treasurer.
- Obtain the menu from the venue.
- Determine a menu price point from the Board.
- 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.
- Inform the venue of our needs:
 - Bartender, which costs extra. There is a cash bar.
 - Soda, lemonade, iced tea, hot coffee, hot tea – at no extra cost.
 - A mic.
 - A podium.
 - A table outside of the banquet room to check guests in.
 - Find out what the venue offers for the colors of the tablecloths and napkins and decide.
 - Find out if they have centerpieces for the tables or decide on something different.
 - Find out if they can pipe in music, if we decide to have that.
 - Find out if there is a dress code.
- Receive the contract from the venue.
- Obtain the list of qualified leaders from the Activity Chairs.
 - Biking - led 5 bike rides in the year.
 - Hiking – led 6 hikes in the year.
 - Paddling – led 3 canoe/kayaking events in the year.
 - Backpacking/Camping – led 1 overnight trip in the year.
 - Cross-Country Skiing – led 1 overnight trip in the year.
 - Trail Maintenance – n/a.
 - Board Members – attended 7 board meetings in the year (from the Recording Secretary).
- Send the list of qualified leaders/board members to Membership Secretary, who makes sure these qualified leaders/board members don't have to pay their annual dues for the upcoming year.

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- Prepare a "Save the Date" email through Wild Apricot about 8 weeks before the banquet and send to the Board and the qualified leaders. This email should inform the board and the leaders that they can bring 1 guest.
- Prepare the invite through Wild Apricot and determine the schedule to email it to the Board and the qualified leaders. Include the date the RSVP needs to be in, if the leader is bringing a guest, the room name if there is one, the menu, and the dress code. Make sure attendees inform their guests of this information.
 - 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.
- Submit the final headcount to the venue per the date in the contract.
- Complete and submit an expense voucher, along with the final invoice, to the Treasurer per the date in the contract.
- Complete and submit expense vouchers for any other miscellaneous items that may have been bought (i.e., centerpieces) to the Treasurer.

Miscellaneous Tasks

- Prepare a spreadsheet of the members to whom the invite will be sent to use for checking off those who have RSVP'ed yes or no and whether they are coming by themselves or bringing a guest.
- Prepare a spreadsheet of those who RSVP'ed yes to check-off when the members arrive.
- Pick a greeter to help check-in the guests. Bring a pen to check attendees in and a Sharpie for the name tags.
- Create a sign or attach the OCSJ club banner that says OCSJ for the sign-in table. Put name tags and club marketing material on the table (i.e., business cards, stickers, sign-in pads, pamphlets).
- Develop the Agenda – between luncheon and dessert. Everyone speaks for about 5 minutes and then introduces the person after them.
 - Vice-President (or whoever organizes the event) welcomes everyone, introduces the board members, including the Newsletter Editor, and informs everyone what the gifts of appreciation are.
 - President makes some opening remarks.
 - Activity chairs make some remarks (hiking, biking, paddling, trail maintenance, backpacking, cross-country skiing).
 - Vice-President (or whoever organizes the event) makes some closing remarks.