

The Delta Kappa Gamma Society International
Pi State ~ Omega
Duties of the Hostess Committee

<i>Jobs</i>	<i>Responsibility</i>
Hostess Committee Co-Chairs	* Coordinate All Committee Responsibilities * #1 and #2
Equipment	#3
Place Cards	#4
Elevator Speech	#5
Reservations	#6
Favors and Centerpieces	#7

1. **Restaurant Contact:** Make contact with the designated restaurant two months before the designated date. Reservations for location of the meetings have already been secured – *see Meeting Location Reservation Form attached from Laura Hill, Second Vice-President*. You should meet with the management at least six (6) weeks prior to the meeting date. You will need to confirm the meeting place, date, time schedule, expected number of reservations for dinner (35-45), room set-up, final date for confirmation of reservations and **three dinner choices with all-inclusive cost**. Menu choices should include a vegetarian and a gluten-free option.
 - ❖ The time schedule is *social 5:00-5:30pm, program and dinner 5:30-7:00pm and business meeting at 7:30-8:00pm*.
 - ❖ Confirm that we will be provided a private or partitioned meeting area for the dinner meeting.
 - ❖ No head table is needed. Please have a round table or similar size used in room set-up reserved for Officers and Hostess Co-Chairs.
 - ❖ On the meeting night, arrange with Linda Upchurch, Treasurer, to make a check payable to the location.
 - ❖ Please have the Committee start set-up by 4:30pm.
2. **Submit cost, menu choices and reservation deadline to Mary-Martha Harvey, President, six (6) weeks prior to the meeting date** so that it may be included in the newsletter and our reservation form. *Laura Hill, Second Vice President*, will email the registration form four (4) weeks prior to the meeting. *Mary Cherniss, First Vice President*, will create and have the programs printed for meeting.
3. **Equipment:** Please have a podium with microphone set-up near location of the reserved table. Check with *Mary Cherniss, First Vice President*, for any other particular equipment that might be needed for the meeting (piano, projector, etc.) and let *Laura Hill, Second Vice President*, know.
4. **Place Cards:** A Committee member will make place cards for each member, using a system to signify menu choices for the waitresses.
5. **Elevator Speech:** A Committee member will share a 30-60 second speech about DKG and *Omega* and what membership means to them. These brief speeches will be included in the newsletter and are meant to be used to talk about DKG *Omega* with a prospective member. Please email or print a copy for *Mary-Martha Harvey, President*.
6. **Reservations:** A Committee member will accept the reservation forms and checks. She will keep an account of all reservations and menu choices on a prepared sheet – *see attached Omega Dinner Reservations Checklist*. If a reservation has not been received by due date, member should be called and reason recorded. Please email or print a copy of reservation form for *Mary-Martha Harvey, President*. All checks, payable to *Omega*, should be given to *Linda Upchurch, Treasurer*, the evening of the meeting. All reservations must be prepaid prior to meeting. Regrets may be taken by email.
7. **Favors and Centerpieces:** Committee member(s) will decide on favors and centerpieces with cost shared by Committee. Please check with restaurant on centerpieces they may allow us to use at no cost. Favors should be individually packaged.

Note: *Second Vice President, Laura Hill*, will call the members for **Blessing and Pink Pig Gift** and let *President, Mary-Martha Harvey*, know names for the evening's Program.

Attachments: *Omega Dinner Expense Agreement Form; Omega Dinner Reservations Checklist*

Form Updated 6.1.15 by Mary-Martha W. Harvey