

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTION**

**SUBCOMMITTEE DUTIES AND RESPONSIBILITIES
MEALS COMMITTEE
CHAPTER 4 APPENDIX (H)**

- I** **Meals Committee Chair:** The Meals Chair is not required to perform all of the tasks listed, but is encouraged to establish a Committee to assist in accomplishing the necessary tasks by the required time frames.
- II** **The Meals Chair Is Responsible For:**
- A. The Meals Chair must inform the Federation Secretary of the meals that will be offered at the Convention prior to the Call to Convention, which is normally December 1. This will allow the Federation Secretary to identify meals on **CSFC Form #4, Registration Form (2 Pages)**.
 - B. The Meals Chair must also work very closely with the Registration Chair in order to provide the Meal Packets at the proper time for the Registration Packets to be completed
 - C. Meeting with the Hotel Banquet Manager and selecting the meals for the Convention. Normally there are three entrees to be selected, for both Recognition Luncheon and Banquet Dinner. Additionally, there may be a Breakfast for Membership Award Recognition if requested by the CSFC Executive Vice President. Every attempt must be made to keep the cost of the meals reasonable. Consideration should also be given to special meals for those people who are strict vegetarians, have medical concerns, such as low-salt, low-fat, diabetic, etc. Negotiate with the hotel for plus or minus quantities on the meals. There will always be last minute cancellations or additions - be sure to cover that aspect in discussion with the hotel. Normally the hotel will want a firm minimum number one to three days before the meal
 - D. Determining (in conjunction with the Convention Host Committee Chair and Treasurer) the Refund Policy to be in effect for cancellation of meals. It is desirable to have this policy written and included with the Convention Call to insure that everyone is well aware of the requirements. The requirements may include a written request for cancellation, a specific date by which cancellations will be accepted, and the criteria for establishing what constitutes a valid reason for cancellation
 - E. Discussing with the hotel the possibility of having a luncheon or sandwich buffet set up for our members on the first and third day of Convention. This is especially necessary, if the hotel does not have adequate seating in a coffee shop on-site or if it is isolated from other facilities that may provide a lunch. A breakfast bar may also be

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considered, a place where members could purchase juice, coffee, and sweet rolls

- F. Providing tickets for the lunch and dinner. Different color tickets for each entree will assist the Hotel service personnel in providing the correct meal to each individual. Inform the Hotel of the tickets, so they can inform their personnel.
- G. Obtaining a seating chart, identifying the dignitaries at the Head Table, from the Chair.
- H. Providing table assignments for each individual. Consideration should be given to placing Chapter members together at tables, especially individual ladies. Further consideration should be given to placing couples together (i.e., Widower Jones who is escorting Widow Smith). Be prepared for last minute changes to table assignments. There will be deletions and additions, which will take place at the Convention. Try not to seat more than 10 people at a 6' round table
- I. Providing labels/envelopes (or coordinating labels/envelopes with the Registration Committee Chair) for the Meal Packets which identify what meals each individual has requested and the table assignments for each meal
- J. Assembling the Meal packets, which consists of a small envelope (3-1/2" x 6-1/2") to which the label is attached (or the information is printed on the envelope), and which contain the meal tickets. During this assembly process it is a good idea for a double check to be made by checking each meal packet against the computer print-out that lists each attendee, their meal and table assignment to insure the correct meal tickets have been placed in the envelope, prior to sealing the envelope.
- K. Providing a layout of the table arrangement (which includes table numbers) to the Hotel. Ensuring each table in the audience has a number identification. The hotel will provide the numbers and stands for each table. Inform the Hotel that there may be last minute changes. (*See Sample layout of Table Arrangement, Sample 2*).
- L. Posting a layout of the table arrangement (which includes table numbers) on the doors leading into the banquet rooms. Be prepared to change the layout at the Convention as cancellations/additions occur

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- M. Arranging to have Programs/menu printed for the Recognition Luncheon (*See Sample of Recognition Luncheon Program, Sample 3*) and the Banquet (*See Sample of Banquet Program, Sample 4*).
- N. Preparing a computer print-out or some other CHC person, i.e., Treasurer, Registration Chair, etc. (using a data base software program such as Microsoft Excel) listing each attendee, in alphabetical order, their District, Chapter, meal selection, and table assignment for both the recognition luncheon and the banquet, for ease in making changes, deletions, additions, and specifically for identifying where attendees are seated. (*See Sample of Attendee/Meal/Table Report, Sample 1*) Also, prepare a print out of the same information listed by District and a print out listed by table assignment. These will be very useful in making changes and for directing individuals to their assigned table. If you don't have a computer, use whatever means available.
- O. Arranging with the Registration Chair to include meal packets with the Registration Packet.
- P. Having extra tickets and envelopes available at the Convention
- Q. The Meals Chair should maintain files, which provide an in-depth view of all actions taken by the Meals Committee. At the end of the Convention, these files should be turned over to the successor to assist the new Meals Committee. If possible, a face-to-face turnover (perhaps at the end of the Convention) of files (including computer diskettes) is very beneficial. Communication between the outgoing and incoming Meals Chair can be quite helpful. If possible, the outgoing Meals Chair should prepare a brief report of things that worked or things that didn't work.

III Sample Formats:

- A. Sample of Attendee/Meal/Table Report, Sample 1
- B. Sample of Layout of Table Arrangement, Sample 2
- C. Sample of Recognition Luncheon Program, Sample 3
- D. Sample of Banquet Program, Sample 4

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