

Item	BoD Responsible	Comments
Set up lunch with venue, finalize count, check seating and onsite logistics	Director of Programs	
Finalize plans with speaker(s) and get/give gift	Director of Programs	
Hold a head table for speaker(s), Chair, Sponsor(s), Director of Programs, etc.	Director of Programs	
Provide a script and timetable to Chair or “emcee” by Monday prior with: <ul style="list-style-type: none"> - Speaker bio - Sponsor info - Length of time speaking - Names of venue contacts to thank - AV sponsor if applicable 	Director of Programs	
If no sponsor for lunch, communicate with Board to make decision about open bar or not prior to finalizing with venue.	Director of Programs	
Plan a giveaway or “fun” aspect to meeting and provide a brief outline to Board by Monday prior to lunch so all are aware	Director of Special Events	
Provide Chair or “emcee” any details needed for lunch by Monday prior. <ul style="list-style-type: none"> - Giveaway - Upcoming events 	Director of Special Events	
Write up a handout of upcoming events and provide at lunch at tables.	Director of Special Events/Marketing/Programs	
Arrange for a photographer (volunteer ok) and post pictures after on web site other social media sites/provide to Susan Rose for newsletter.	Director of Marketing/Communities	
Provide any updates regarding Volunteer needs to Chair for script Tuesday prior or plan to speak on topic during lunch.	Vice Chair	
Depending on when lunch falls, plan to vote on Volunteer of Quarter prior to lunch so volunteer	Vice Chair	

can be honored during lunch. Make sure all Board know who is winner prior to lunch.		
Get a gift certificate/gift card for Volunteer of the Quarter.	Vice Chair/Treasure	N/A this month
Prepare a sign honoring Volunteer of Quarter if needed.	Vice Chair/Director of Sponsorship	N/A this month
Prepare sponsor sign and directional signs for lunch event and delivery/placement.	Director of Sponsorship	
Provide Chair or “emcee” sponsor contact names and info so Chair can greet and introduce. Also, will they be speaking or handing out info.	Director of Sponsorship	
Assist with payment of function or other items if needed.	Treasure	
Plan to greet members and especially new members with volunteers and MOD Squad	Director of Communities	
Welcome new members during remarks, speak about MOD Squad, Call for Resources, etc., as needed. Let Chair or “emcee” know how much time is needed Monday prior.	Director of Communities	
Arrange for someone to collect the 50/50 money, handle drawing at end of lunch, provide money to Experient. Get gift card for drawing.	Director of Communities	