

Central Jersey Registrars' Association
Middlesex-Monmouth-Ocean Counties



LUNCHEON GUIDELINES FOR HOSTESS

Hostess for the meeting shall:

- 1. Pick the luncheon location, unless otherwise instructed**
- 2. Make all the necessary arrangements with the luncheon location for menu choices (beef, chicken, fish or buffet).**
- 3. Price will not exceed \$25.00 per person (\$20.00 - \$25.00) all members active or retired will pay full cost of lunch, all non members will pay additional \$10.00**
- 4. Get speaker for meeting (someone relevant to Registrars), obtain approval from State for CEUs offered.**
- 5. Type flier and mail and/or email to all registrars. See sample.**
- 6. Prior to mailing/emailing flyer or speaker confirmation – contact Executive Board for final approval.**
- 7. Keep track of money received, choice of lunch and attendance.**
- 8. Forward all money to treasurer with list of registrars attending and outstanding vouchers.**
- 9. Sign vouchers (if any) and send back to submitting municipality**
- 10. Keep voucher payments separate in order to keep track of what town has paid and not paid. It is your responsibility to collect on all outstanding vouchers.**
- 11. Call restaurant with final head and food choice count.**
- 12. Type bio of speaker for introduction**

Meeting day:

- 1. Advise President of any changes or final arrangements prior to meeting.**
- 2. Arrive early to make sure setup is complete.**
- 3. Have official sign in sheets available for members upon arrival – must have someone present during sign – in to monitor.**
- 4. Provide registrars with paper of their selection of meal.**
- 5. Welcome and seat guest speaker.**
- 6. Inform restaurant servers when to serve the meal.**
- 7. Give bill to Treasurer along with any other receipts necessary.**
- 8. All sign in sheets shall be provided (original copy) to Secretary for filing with State and retention.**