

Activity Timeline and Procedures Hospitality Committee

All Meetings

- Arrive one-half hour before meetings
- Attendance: 40 – 50
- Set up
 - 8 – 10 tables with chairs
 - Membership Table with two chairs
 - Tables for technology if requested by Program Chair
- Drinks: Water, Tea, or Lemonade
- Supplies: Water dispenser, cups, dessert paper plates, forks/spoons, napkins, tablecloths, decorations

September – Potluck—Arrive 5:30 pm

Set up:

- Hospitality and drinks
 - Water, cold drinks
 - Members bring entree or dessert
- Form requesting two members to bring baked goods for monthly General Meetings.
- Starting in October --Reminder... call the two members who signed up to bring baked goods.
- Suggestion: Sunday night - best time to call to remind members signed up to bring baked goods

December Holiday Party

Setup: Same as September Potluck.

- Food: Either Order and pick up \$200 of appetizers/desserts – or request from volunteers.
- Drink: Water, cold drink, coffee, and tea
- Decorations: Holiday table decorations
- Chance Auction Table (if scheduled)

January Tea and Trivia (1st Saturday in January) 1 to 3 p.m.

- Arrive: Noon
- Food: Each member brings munchies or sandwiches for six people
- Teapots: Each member brings own teapot
- Drinks: Two urns for hot water. Coffee, Creamer, Sugar, Lemon,
- Supplies: Tablecloths. Coffee Cups
- Decorations: For Tables

February Valentine's Luncheon – Acton Library – Second Wednesday

- Arrive at 11 a.m.
- Food: Order lunch and dessert from local vendor, deli, supermarket, etc.

April: Joint meeting with Shoreline AAUW – LCV Hosts every other year (2025, 2027, 2029, etc.).

Set Up: Regular Meeting

June: End of year social—Venue TBA each year.