

EVENT / ACTIVITY: Dinner for Installation of New Officers

POC: Barbara C. Przasnyski

CONTACT INFO:

Phone (253) 254-1930

Email Barb@pski.org

WHEN OCCURS: Usually the last Thursday in September

MANPOWER NEEDED AND TIME COMMITMENT:

- Prior to the Event –
  - If catered, select caterer, choose menu and determine price (1-2 hours)
    - i. Remind club treasurer to coordinate with web manager for payment by PayPal for the dinner. Website is [Kiwaniisclubofsteilacoom.org](http://Kiwaniisclubofsteilacoom.org)
  - If potluck, watch the food being brought and help balance entrees with sides and desserts.
    - i. There is no charge to members for a potluck.
  - Coordinate with web manager to put up RSVP form on web site with details of event.
  - Publicize dinner to club members. Set up method to capture reservations and payment for dinner. (1 hour)
  - Reserve building by contacting Paul Loveless, Town Administrator (10 minutes)
  - Arrange for coffee, soda and water. Need wine openers and plastic wine glasses for those who bring wine/beer (45 minutes)
  - Arrange for early building access (Part of email to Paul Loveless)
  - Get tablecloths from storage area under Town Hall.
  - Work with decoration team if needed (1 hour)
  - Confirm any program and see if sound system is needed (10 min)
  - Purchase departing gift from club to outgoing president. (unknown)
- Day of the Event
  - Have set up team arrive 2-3 hours before event to set tables and chairs and allow time for decorations. (need 3-4 volunteers)
  - Encourage attendees to assist with take down and clean up (30 min)

PROCEDURES:

- Contact Paul Loveless to reserve Town Hall and arrange for access. Email is [paul.loveless@ci.steilacoom.wa.us](mailto:paul.loveless@ci.steilacoom.wa.us). Phone is 253-581-1912
- Have club president announce dinner at the club weekly meetings each week for one month before the event. Ensure club knows reservation and payment process. Provide final count to caterer about one week before the dinner.

- Arrange for drink station with Mike Henderson. Email is [myloj1967@comcast.net](mailto:myloj1967@comcast.net) Phone number is 253-584-7284. He will bring and brew coffee, tea and, as available, some sodas with ice. Remind him to bring wine openers from WineFest supply. Also need plastic wine glasses.
- Bring Kiwanis gear to include bell, gavel, sign-in sheet, name tags, cash box for donations anything else?
- Request volunteers to assist with set up one week before the event. Dick Muri will usually head this group. Email is [dick@dickmuri.com](mailto:dick@dickmuri.com) Phone is 253-439-9797 (he does prefer text messaging). Ensure set up has been completed with enough time for decorations, if needed.
- Help decoration team, if required.
- Ensure incoming president is ready to act as emcee. Bring Kiwanis bell, Banners
- Ensure any program needs (sound system, piano) are in place for entertainers.
- Determine who will present gift to outgoing president.
- Upon completion of the dinner, work with members to take down and clean hall.
- Remind anyone who has made purchases to submit receipts to club treasurer for reimbursement.