

DUTIES AND RESPONSIBILITIES CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Friday Evening Welcome Buffet

Purpose of Sub-Committee: To make arrangements with a local restaurant to provide a wide array of buffet dinner foods for approximately 300 attendees, both members and vendors to be paid in one check by the Maryland School Nutrition Association.

Preliminary Duties:

1. Contact the restaurant that provided the service the prior year.
2. Negotiate the price for the event to cover food and beverages.
3. Establish a contract.
4. Make arrangements for a greeters/registration table for attendees arriving after registration closes.
5. Follow up periodically but at least two weeks before the convention to make sure arrangements are complete.
6. Send the information to the Serving Spoon Editor for publication in the summer edition of the Serving Spoon.
7. Have the buffet tickets printed by the Executive Secretary in two different colors, one for members and the other for vendors so a count can be taken of each group.

Duties at the Convention:

1. Get the list of attendees from the Executive Secretary on Friday when registration closes to take with you to the restaurant.
2. Get extra tickets from the Executive Secretary for members so you can give them one if they arrive after registration closes.
3. Get a check from the Treasurer, completed and signed except for the amount.
3. Take the list, extra tickets and check to the restaurant to greet the attendees at opening, which is usually at 5:00 pm.
4. Stay in the greeters area until closing at 8:00 pm or arrange for someone else to share coverage of that area until 8:00 pm.
5. Solve any problems between the guests and the restaurant.
6. At 8:00 pm count the tickets that the restaurant gives you and fill in the check for the total amount.
7. On Saturday, tell the Treasurer the amount of the check and give her the used tickets for accountability.
8. Destroy unused tickets.

Follow-up Duties:

1. Write a “thank you” note to the restaurant after the event.
2. Report final count and cost the Convention Committee at wrap-up.