Waterman Alumnae Group Job Descriptions – Town Hall

**Assistant Tickets**

Sometime in June contact Susan Franke to see if she will sponsor the printing of the tickets for the lectures. Have her contact Kolossos (or current printer) to arrange for payment. Assistant needs to meet with Printer to give them the new information to be printed on the tickets. Pick up the tickets when they are done and bring to the mailing meeting. (Be aware that the printer may change in the upcoming year)

Sometime in August get together with Membership committee to assign tables, number tickets, stuff and address envelopes to be mailed.

Before each luncheon, receive from ticket chair the list of those that have canceled by

the deadline. After the luncheon, send tax receipts via e-mail.

Assist ticket chair during the time before luncheon in assigning floaters, scholarship

students, any last minute purchases to empty spaces at the tables. Also have available

the list of where everybody sits in cased needed.

Count empty seats at the luncheon and compare with the chair’s count.