Waterman Alumnae Group Job Descriptions – Town Hall

**Tickets**

ATTEND 4 BOARD MEETINGS.

OVERSEE FALL MAILING PROCESS

An envelope with (1) a letter from the new President (2) a letter from the Town Hall Chair, (3) a membership list generated by the Membership Chair, (4) and transportation and parking information from Sally Kennedy, plus (5) 4 tickets with a table number written on each, are sent out to each member of the organization.

Set a date, time and place for stuffing these envelopes at the June Board Meeting. You will need a total of 6 people to help. They usually include the Ticket Chairs and Assistant, Membership Chairs and President. The process involves (1) applying the stamps and address labels to the outside of the envelopes (can be done ahead of time) (2) writing the table numbers on the tickets [numbering them up to 8 per table (for a 10-person table) ahead of time is very helpful] (3) stuffing the envelopes by inserting the folded edge first and slipping the ticket in the

center (insures that the recipient finds the tickets) (4) applying the address labels, supplied by the Membership Chair) and (5) sealing the envelopes (using sponges and shallow bowls of water).

Order return address labels from 500Labels.com. See Order Confirmation. Be sure to use all caps for our group name.

Get tickets printed at Kolossos on Stadium Blvd. next to the Post Office. In the past, Susan Franke has paid for these as she advertises on the back.

Buy one box of 500 6x9 inch “book style” envelopes (opening on long edge) from Kolossos Printers.

Buy 425 stamps at the post office for oversized envelopes at ~$.70 each.

Ask the new President, Town Hall chair, Membership Chair, and Sally Kennedy to email their documents to you well ahead of time. Tell them you will have their document duplicated, usually 425 copies of each for a membership of 410. Call Office Max at Oak Valley to see if they can give you a special rate for a UofM scholarship organization - $.02/sheet. Have these items duplicated at Office Max at the Oak Valley Strip Mall. Inquire about the additional cost of collating these four items and having them folded in half.

Make sure the entire packet does not weigh 2 oz., as that will considerably increase the cost of postage.

LUNCHEON TASKS

Use the Waterman Master Spreadsheet.docx, which explains the set up of the spreadsheet at the beginning of each season and how to use it. This tells who is sitting at each table, whether they are having a regular or a fruit plate, if they have had to cancel, and if someone is taking their place. This spreadsheet produces a final luncheon order specific to each table, which is emailed to our luncheon contact at the Union, Lindsay Andreski, along with a list of members who will be sent a tax donation receipt because they cancelled before the luncheon order was placed.

2 Weeks Before Each Luncheon.

* Send an email to all members (watermanalumnae@umich.edu) reminding them of the date of the upcoming luncheon, asking them to notify you one week and one day before each luncheon if they will NOT be able to attend.
* Keep a record of all who cancel, and enter this information on the spreadsheet.

9 Days Before Each Luncheon

* Send another reminder email (2 days before you must submit the food order to the Union).
* Make sure the Town Hall Chair has informed you who will be sitting at the Head Table. Some Waterman members may be asked to join the Head Table. If so, cancel their lunch at their regular assigned seat. Generally, at the Michigan Union, 10 people sit at the Head Table. Enter info on spreadsheet.
* Get the names of the scholarship students who will be attending from the Scholarship Chair.

One Week Before Each Luncheon.

Submit to Lindsay Andreski at the Union (lsorgen@umich.edu), the food order with

the # of regular luncheon plates and the # of salad plates at EACH table.

2 Days Before Each Luncheon.

* Send an email to all members asking for last minute cancellations. This will help you know where to seat guests, floaters, and students.
* Use a copy of the table arrangements (see Luncheon Chair) to find out where the best seats will be for that month and fill those in first.

On the Day of the Luncheon

* Assist those who forgot their Table #.
* Receive cash or checks for paying guests using a business-size envelope.
* Record payment on Receipt List as well as in the Receipt Book. Offer a receipt to the guest. Afterwards, you will sign the carbon copy and give that to the Treasurer along with the cash/checks you take in.
* Find seats for guests, floaters, and scholarship students, using Table Chart if possible.
* Give or mail receipts and checks/cash to the Treasurer.

After Each Luncheon

* Generate a report with information about each luncheon:
	+ # of members
	+ # of lunches ordered
	+ # of lunches canceled
	+ approx.. # of lunches not eaten (no shows)
	+ # of paying guests
	+ # of non-paying guests, advertisers, and scholarship recipients in attendance
	+ # of tables used
* Generate a Tax Donation Receipt letter and send it electronically or by mail to each member who cancelled before the lunch order was sent in (one week before the luncheon).