

Getaway Chairperson

At the end of each getaway weekend, sign a contract with the Bayside Resort Hotel (or whatever hotel we stay at) for the following year. A \$1,000.00 deposit is usually required.

During the summer months, purchase gifts or goodie bag items as desired. This is not required. Keep receipts and give them to the treasurer in September. Record all costs on the payment sheet.

Keep a spreadsheet (as shown in example) of costs.

The second meeting in September, start collecting deposits of \$50.00 or more for the weekend. Let the membership know the dates for the weekend. Keep a spreadsheet of the members attending and their payments. (see example) Also, start collecting their lunch orders.

In January, start collecting the balance for the weekend. Also, call the DiParma restaurant to make Friday night reservations. Also call Piccadilly Cafe to make Saturday lunch order. Deposits are not required at these establishments.

Check the contract for the "balance paid" date. Have the treasurer pay the balance and record the amount on the payment sheet.

One week before the getaway, call the DiParma and Piccadilly to confirm orders. The Thursday before the weekend, fax the lunch order to Piccadilly.

On Friday of the weekend, arrive at 10:00 to set up.

Items to set up:

Need 3-4 large cutting mats (have members volunteer to bring some)

Booties to elevate tables (Crosstown has 2 sets in the lockers)

ask members to bring some as well

Goodies bags (fat quarters, candy, notion, etc....)

Contacts:

Bayside Resort Hotel

Andrea Cummings

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DiParma Restaurant

Denise

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Piccadilly Cafe

Ed Walsh

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