

Special Luncheon Management Process

1. Assign someone to talk to Three Flames about the menu and get the cost information.
2. At least two months before, start publicizing the date of the Special luncheon.
 - a. Ask Blog Editor to put the information below in the blog and send out an email. Then wait a week for people to respond.
 - b. Ask Caller Chairman to have his calling tree call the SIRS to ask them about attending Ladies Day. The callers should use the script below.
3. Ask Treasurer to provide tickets for the raffle
4. Announce that there will be a raffle and ask SIRS to bring a prize to raffle off.
 - a. Get someone to sell raffle tickets
5. If table decorations are desired get someone to arrange for them.
 - a. At Christmas get something decorative
 - b. For the Fourth of July, remember to bring the flags.
6. Make a "Single's Table" sign as needed
7. Make a "Raffle Tickets" Sign as needed

Below is what the callers could say:

We want to make sure you have the information about our Ladies Day event and need to know if you and a significant other are planning to attend:

1. SIR's members without spouses are encouraged to come. There will be an area for them to sit together if they want to. You are welcome to sit with friends too.
2. The menu choices are steak, chicken or salmon. This choice needs to be made when you make your reservation.
3. The speaker/entertainer is _____ from _____ and will be speaking on _____. As usual, the social time starts at 11:00 and the meal begins at 12:00. We will be done about 1:30.
4. The cost is \$_____ per head and purchase tickets at the next luncheon. However, if you sign up to attend you will need to pay even if you do not attend.
5. Bring a raffle prize.
6. To purchase tickets, call _____ at _____ or purchase at next Luncheon.

Here is the type of information to put in the blog:

Blog Chairman,

Can you please add this reminder to the blog.

The luncheon date is _____,

The cost is \$_____ for the meal including dessert and no wine. There will be a no-host bar if people want to buy drinks.

The entertainment is _____.

The choices for meals are (Example)

- Three Flames Special Steak – Tri-tip with sautéed mushrooms
- Chardonnay Chicken – Sautéed with mushrooms, white wine and butter sauce
- Salmon – Fresh filet of salmon grilled and topped with dill sauce

All of the entrees will be served with a salad, vegetables and potato. There will be rolls, butter, coffee and dessert.

Please remind Sirs to bring items to raffle.
Members can also send a check with their meal choice at:
Pierre Garabedian
3477 Rosedale Drive
San Jose CA 95117

Thanks,
Pierre