

## HOSPITALITY COMMITTEE

1. Select a chairman that can speak before a group and present gifts to the speakers and the officers.
2. Request a budget allotment from the president.
3. Have more boys than girls on the committee because of the seating of people and the placing of additional chairs in the meeting rooms.
4. Start thinking of gift possibilities for the speakers in the fall. Good gifts within the price range are hard to find.
5. Purchase a gift for each guest speaker (or speakers)--including the workshop leaders. Check with the vice presidents for names.
6. Purchase a gift for the out-going Student Relations Committee chairman.
7. Tell the officers at the spring executive board meeting to begin thinking about a gift from LTLA. An answer is required at the fall executive board meeting.
8. Purchase gifts for the seven officers--pins, charms, books, etc. Request any pins and charms (LTLA) needed from the Sales Promotion Committee chairman. Wrap the gifts in advance.
9. Order the corsages and boutonnieres, as the case may be:
  - a. one for each officer (8) (3/5/99)
  - b. one for each guest speaker
  - c. one for each committee chairman
  - d. one for the Student Relations Committee chairman
  - e. one for any other person to be honored. Do not purchase for ministers and priests.
10. Purchase certificates for book discussion leaders.
11. Make arrangements with the LTLA/hotel liaison person for refrigerator storage for the flowers.
12. Meet other clubs and all guests, give directions, and render any necessary assistance. Be familiar with the convention program.
13. Meet the guest speakers at the entrance. Someone should remain with each speaker until he is seated before the program begins.
14. Present corsages or boutonnieres to the officers and others before the banquet on Friday night. Make arrangements with the LTLA/hotel liaison person for a table. (2/18/2000)
15. Attend all executive board meetings. Make copies of a written report to be presented: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
16. Present gifts to the speakers and workshop leaders immediately after they have spoken.
17. Present gifts to the officers at the Saturday morning session.
18. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

Revised February 14, 2003

19. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

Revised February 18, 2000