

COLORADO AIRSTREAM CLUB

How To Host a Luncheon

Revised: January 2023

Thank you for your willingness to be a host of one of our events! Without you, these activities could not take place. Our club thrives because members give their time, energy, and creativity.

We have a new policy in 2023 to encourage those who commit to being rally or luncheon hosts: You will be able to register 2 days before open registration starts for the rally of your choice in the year you host. Or, if you host a luncheon late in the year, you are eligible for this benefit the following calendar year.

How to Host a Luncheon

Decide on a venue and date

An ideal venue can accommodate about up to 40-60 attendees. For the Holiday luncheon, we typically need a venue that can handle 80-100 attendees. Work with the club Event Coordinator to determine a date.

Luncheons typically include a meal, a program, or sometimes some type of outside activity, such as a tour of a local treasure, museum, brewery etc. Outside activities are optional, and at the discretion of the hosts.

You'll need to allow time for announcements built in the agenda. The Club President may contact you to arrange time for conducting necessary club business.

It's best to choose venues that do not require a fee for room rental or a guaranteed food minimum, as those ~~are~~ fixed costs are too risky for the club. We have usually been successful in finding places that do not have those requirements. If the venue is perfect, but still asks for room rental fees, non-refundable deposits and minimum attendance, you'll need to get approval from the club Treasurer and President.

Luncheon Fees

Luncheon total cost should be kept close to \$30.00 per person including tax and gratuity. If an event requires a room rental charge or deposit, be sure to include these costs in the expected expenses. The PayPal fee per person should be included in the registration fee for luncheons. Use this fee calculator to determine the appropriate price. <https://thefeecalculator.com/> (The PayPal fee on \$30 is \$1.59).

The Holiday Luncheon

The Holiday luncheon is an exception and traditionally our largest of the year. There is usually a subsidy from the club for the incremental cost for the menu at the holiday

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luncheon. Historically the subsidy has been about \$15.00 per person. The exact per person menu amount must be approved by the President and Treasurer each year. The intent of the subsidy is to help offset the costs of a more upscale menu. It is not intended to cover the additional costs of gifts or door prizes.

Consider a co-host.

Once you have the venue reserved, consider asking someone to co-host with you, especially if you have an additional activity planned. The rally co-hosts can divide their hosting duties any way they choose.

Promoting Your Event

As a host, you'll be responsible for filling out a form called an "Event Generator" online using the JotForm platform. You'll determine a registration deadline, and provide a description of the venue, the type of food, the area, and the activity if applicable. If possible, find a good photo of the restaurant to include. After you fill out this form, your club Webmaster generates a JotForm for registration, to be posted on the club website.

Event Registration

All event registrations are done online using JotForm, which tracks attendees as they register for the event and pay via PayPal. It will complete a spreadsheet for you to download with all the information on each attendee. You'll receive a [link](#) to JotForm for accessing this information.

After the Event

The last step for hosts is to provide a summary of all expenses with receipts to the treasurer within a week of the event. If you had any out-of-pocket expenses, you'll be reimbursed by the Treasurer. If a surplus of funds was collected for the event, no refunds will be given. If event expenses exceed income, the losses will be covered by club cash reserves.

THANK YOU FOR VOLUNTEERING TO BE A HOST!!! It truly takes a village for our club to offer so many exciting events all year. Please know there are many resources available to support you. Your primary point of contact is our club Event Coordinator, which for 2023 is Rob Hughey. Contact Rob at RobHughey@mac.com.

Most of all, have FUN with it! These guidelines are intended to support you in your event. Be creative and make the event your own!