

PROGRAM RESPONSIBILITIES for TRUSTEES

Program Chair Duties:

- **10 weeks before the event:**
 - Work with Administrator on invitation verbiage and any desired advance publicity. Invitations needs to mailed at least 5 weeks before the event.
 - Work with Food & Décor Chairs to establish a budget – *see attached budget information*
 - Set program fees for attendees: there needs to be a \$10 difference between member & non-member fees. The maximum number for a dinner event is 76 and auditorium seating is 125.
Advise President of price you are suggesting.
- Plan with Administrator to do a run through of the power point with the speaker
- Have speaker sign IHHS / Video release form, if applicable
- Schedule set-up day and time with committee members and others as needed

Food Chair Duties:

- Line up catering for the event. ***Please have all invoices / quotes cc:'d to history@indianhill.org***
- Contact Debbie Miller (513-888-7630 / dmiller@m25m.org) to define her role for the event.
- Plan menu with budget in mind – *see attached budget information*
- Assist Program Chairman with budget and program fees
- Purchase ingredients for “spa water” (oranges, lemons, limes)
- After the event, submit receipts for reimbursement.

Décor Chair Duties:

- Assist Program Chairman with budget and program fees
- Plan appropriate décor for the program. If using Livingston, order dishware, glassware & utensils w/ rental company. ***Please have all invoices / quotes cc:'d to history@indianhill.org***
- Gather supplies (check the basement storage area for tablecloths and other decorations before purchasing new supplies).
- Paper napkins may need to be purchased.
- Set up for the event (request assistance from Trustees)
- After the event, take tablecloths to Clean Cloths in Fairfax for laundering
- After the event, submit receipts for reimbursement.

Beverage Chair Duties:

- Confer with Food Chairperson about beverages & ice. Administrator will purchase alcohol, waters, soda, and can provide an inventory of such.
- Plan on bartending the day of the event and recruit at least one more person to assist you.
- Refrigerate beer, wine, and soft drinks the day before the event.
- Purchase ice day of the event
- Have the bar set up at least 30 minutes prior to the start of the event. Any back-up beverages should be stored at the bar or in the kitchen refrigerator.
- After the event, return unopened drinks to basement refrigerator or shelves and submit receipts for reimbursement.

Clean up Duties:

- Help clean / bus tables at the end of the program
- Make sure all tables are clean before folding & storing in their assigned places
- Return chairs to assigned places
- Spot treat all stained tablecloths with Oxyclean spray (stored in the pantry)

Program Budgeting

Fixed costs excluding caterer food and décor start at about **\$1,300** per program.

On a per-person basis, this is about **\$18.60 pp**

The caterer food cost is in addition to the \$18.60 pp fixed cost.

So, keep that in mind when setting the price for a program

Fixed costs include invitations, postage, yard signs, liquor license, alcohol, kitchen help, cleaning, laundry, and photos.