



ANNUAL DINNER COMMITTEE

COMMITTEE PURPOSE

The Annual Dinner has historically been held once a year in February and has averaged over 130 guests for the last few years. The event is intended to celebrate the past years successes and recognize outstanding members & businesses that contribute to the organization & community. Planning for this event begins in early summer and there are many details to negotiate & manage.

COMMITTEE RESPONSIBILITIES

The Annual Dinner committee is responsible for all aspects of planning the annual dinner function which include:

- ❖ Locating and scheduling the event facility which include but are not limited to:
 - ❖ Menu choices
 - ❖ Theme colors
 - ❖ Floor-plan arrangement and seating
 - ❖ Decorations
 - ❖ Bar and cocktail details
- ❖ Designing & implementing event program
- ❖ Securing entertainment & keynote speaker
- ❖ Create and distributes invitations
- ❖ Selection and ordering of Awards
- Budgeting for cost effectiveness & value

COMMITTEE MEETINGS HELD

A past set schedule was set for the noon hour once per month. However this time period is not feasible for current members. A new schedule is to be discussed.

