



College Club in Laguna Woods Village

Guidelines for the Ethnic Dining Chairperson

College Club greatly appreciates your willingness and commitment to chair the club's Ethnic Dining special interest group. The guidelines listed below should help you oversee and ensure successful dining experiences.

1. Booking the Event Organizer(s) [Host/Hostess herein] and Announcing Ethnic Dining Events

- a. The chair is expected to book event organizer(s) for all the upcoming events (10 months of scheduled events). Use a sign-up form that lists each organizer's name, telephone number, email address, and month agreed to host. Since the number of attendees at Ethnic Dining events has significantly increased, arranging for two organizers per event is highly recommended.
- b. The chair is expected to promote Ethnic Dining at each of College Club's luncheons.

2. Provide Guidance to the Organizer(s)

- a. Let organizers know that Ethnic Dining Guidelines for Hosts/Hostesses are posted on the club's website, and provide printed copy/copies to them as well.
- b. Let organizers know that an Ethnic Dining sign-up sheet is available on College Club's website (<https://www.lagunawoodsvillage.com/amenities/clubs/college-club>), and that organizers are expected to announce the details of their event at a club luncheon one or two months prior to the event.
- c. If possible, provide organizers a list of restaurants that have been used successfully in the past.
- d. Remind organizers to bring their sign-up sheets to the luncheon meetings.
- e. Remind organizers that their requests for an email blast should be sent to to College Club's email address: collegeclublwv@gmail.com at least two weeks prior to the desired email blast date. [Email blasts are sent to all College Club members.]

3. Provide Support to the Organizer(s)

- a. The key is communication! Communicate often with your organizers!
- b. Ensure that organizers keep you posted with all the details of a scheduled event (i.e., restaurant's name, address, and phone number; time of event; fixed price (amount) or off the menu; list of attendees; and their contact information).
- c. Let organizers know that you are available to help resolve any issues that may come up.
- d. Several days before a scheduled event, ask organizers if all the arrangements and preparations are on track for their event. The Monday before an event, double check that everything is on track.

4. Provide Backup When Needed

- a. Since you have been in contact with the organizers and have been given all the details for an event, you are expected provide any backup when needed. For example, if an organizer has an emergency and cannot perform his/her duties, you are expected to substitute for the organizer.
- b. If the organizer(s) in attendance at an event need extra help, you are expected to provide whatever help you can.