

EIGHT WEEKS BEFORE YOUR EVENT

Please note it is the hostess' responsibility to:

- 1) Decide on number of people space can accommodate for planned activity; fees needed to cover cost/expenses; and invitation wording.
- 2) Send a copy of this information to Culinary co-chairs for review/approval before any invitation goes out to CA members.
- 3) Send an email invitation to CA members 8 weeks before the event to allow them to RSVP for the event. Include a deadline for the RSVP.
- 4) Send event information to Joan Devlin one week before luncheon. She will make up clipboard page for EPWC members to sign at the general meeting, if space still exist, or she will create a wait list.
- 5) Take 2-3 pictures and write-up a summary of the event & submit to Carolyn Hein within 5 days of the event.
- 6) If hostess has a conflict with the timing of her event, it is her responsibility to try and swap with another event on the calendar and notify chairs of swap. If unable to swap, then she needs to let chairs know ASAP.