

# Checklist ----Monthly Dinner Meetings

Monthly meetings are held the 2<sup>nd</sup> Tuesday of each month

Time: 6 to 6:30 Tire kicking      7p Dinner and meeting

Before you confirm a date at the restaurant, contact any board member to make sure the date is available.

1. \_\_\_\_ Find a restaurant
2. \_\_\_\_ The venue must be able to accommodate at least 50-60 guests
3. \_\_\_\_ A separate area or room is preferable.  
Members must all be able to sit together in the same area  
(keep in mind, we must be able to conduct the meeting and at the same time be considerate of other guests in the restaurant.  
Music in our meeting area needs to be turned off for at least 30 minutes between 7 and 7:30 pm.
4. \_\_\_\_ The club will not pay a rental fee for a room. If a restaurant requires a deposit or fee, we do not use them.
5. \_\_\_\_ The venue must provide separate checks for guests
6. \_\_\_\_ There must be ample parking
7. \_\_\_\_ Check on whether there is a time limit  
(we need the venue from 6pm until 8:30 or 9pm.
8. \_\_\_\_ Verify that they take credit cards and cash. If cash only, be sure to advise the members

If you have any questions about the checklist, please feel free to ask.

**\*\*Confirm the reservation ahead of the meeting and the day of the meeting\*\***