Club Championship Luncheon Chair – job description 2020

The luncheon chair is responsible for:

- Setting 1-2 planning/organizational meetings with the committee (end of July). Decisions will be made as to what food/drink will be served at the luncheon by the committee.
- ****Due to Covid-19, all planning/organization will be done via email with the committee.*
- ****Due to Covid-19, the Committee Chair will reserve an outside location for our socially distant gathering and determine (with approval from the Board) whether a luncheon, happy hour, or neither is appropriate.*
- Assign food/drink prep jobs to committee members.
- Purchase food/drink for luncheon as well as arrange for how serving will occur.
- Request invitation (via email) be sent to all PCGA.
- Deliver hand written invitation to attend the luncheon to Mary.
- Purchase gifts for Mary, JT, Craig and our hostess.
- Deliver hand written thank you notes to Mary, Craig, JT and hostess along with gifts. ****Due to Covid-19, no hostess gift.*
- Recruit help to set up luncheon/Happy Hour on the day of (need non-players).
- Organize seating/tables needed for the luncheon.
- Organize clean-up and return of chairs/tables borrowed.
- Provide spread sheet/receipts for all purchases to PCGA treasurer.