**Social Chairpersons/Committee**

(updated on 12/1/2019)

Social chairperson’s responsibilities should only deal with the organization of the golf league social events.

**Open House Brunch (first Tuesday of April)**:

* Solicit members for brunch items donations
* Order coffee from the Grill
* Provide Grill staff of the number of people attending
* Make sure there are plates, napkins, silverware
* Set up tables for food
* Request volunteers to help with other social events throughout the golf season.

**Opening Day Scramble/Luncheon (second Tuesday of April)**:

* Baked goods leftover from the Open House)
* Order coffee
* Organize the luncheon with the Grill restaurant

**Member/Guest Golf Event**:

* Secure the venue
* Select a theme
* Select and purchase the golfer gift (theme related)
* Request raffle prizes from members
* Collect all raffle gifts weekly for a month
* Store/organize/deliver raffle gifts to the venue
* Stay within the allotted budget for gifts and/or decorations
* Contact venue for menu, headcount, banquet set-up, color scheme, time frame, seating/food charts, deposit and payment schedule
* Follow a separate detail checklist for this event

**End of Year Banquet**:

 \* secure a venue

 \*Contact venue for menu, headcount, banquet set-up,

 color scheme, time frame, seating/food charts, deposit

 and payment schedule

The social chairs should not be responsible for anything other than the above items.

**WHAT Tournament (every other year)**

* Arrange for the meal (Grill room, donations, caterer)
* Coordinate with the WHAT chair regarding counts and the times