

WSBA Lunch Hostess Duties

Revised 4/7/15

WSBA has developed several Network Lunches TM within various states and counties. This format provides small groups for better individual recognition and target marketing for that area. This format has proven to be the most effective networking for our members.

Each Network Lunch TM has 2 hostesses to share in the responsibilities and to ensure that the event is running according to the format. The lunch format is set by WSB, and can not be changed by the hostesses. The hostess and the co-hostess will discuss how they would like to share the responsibilities. The hostess and co-hostess earn more recognition within the organization and additional exposure for their company. Hostess and co-hostess opportunities are available continuously within WSBA. Any member that is interested in becoming a hostess should contact the current WSBA Chapter Director.

Time commitment of a hostess and co-hostess:

There are 10 events per year. Each hostess and co-hostess must commit for a minimum of 5 events. It will be important that the co-hostess communicates with the hostess to ensure that all events are covered by at least one hostess. A hostess will be asked to step down if she misses more than 5 events. Each hostess and co-hostess must have a designated WSBA folder.

Within this folder should be the following:

- 1) Hostess Duties-revised 4/7/15
- 2) Sign in sheet -revised 4/7/15
- 3) Marketing flyer
- 4) Updated members list

These documents can be found in the Google Drive at the following URL:

<https://drive.google.com/folderview?id=0B7UNR29VSMrrfk43TmtVcGxoY0wzY2RNbHJsT1VYY1RORVJ4U29MakUtQ2otUnFNuHpCVGc&usp=sharing>

They can also be found in the **FILE** section on the Meetup chapter site. Steps to take to locate these documents:

- 1) sign into your chapter site on Meetup.com
- 2) Move your curser over the **MORE** tab in the menu bar
- 3) Move down to **FILES** option and click on

4) Find files needed

If you are unable to locate the documents on the site, please contact the current Chapter Director.

Any new information for your folder will be sent to you by Susan Miller, WSBA Frounder, with your monthly hostess email communications. When you receive this information, please download immediately, **print a minimum of 10** and put it in your hostess folder!

Hostess Duties

- Visit the calendar to review your scheduled events for the following month
- Contact the current WSBA Chapter Director with any errors or questions
- Call the restaurant to schedule your reservation at least 2 weeks prior to your event date
- Your reservation should be for a minimum of 10 guests
- Call the restaurant 1 day prior to the event date, with an accurate RSVP count
- On the day of your event, please arrive 15 minutes early
- Upon arriving, please verify the number attending with the restaurant hostess
- Remind your server the need for separate checks and food orders will be placed 15 minutes after the scheduled event time
- Greet everyone upon arrival. Ask everyone to sign-in, collecting the \$5 meeting fee and verify payment from each person that has signed-in
- General and premier members are exempt from the \$5 meeting fee. Please compare this to the members list sent to you
- Put the sign-in sheet and money in an envelope addressed to: **WSBA, ATTN: Network Lunch, 248 Allison Avenue, Pittsburgh, PA 15202**. The sign-in sheet and money is due **7 days** from the date of your event