

Volunteering to host hospitality for the Installation Meeting

1. Secure a meeting site that can easily accommodate approximately 40-50 women.
 - a. Check the date in the directory. The last Wednesday in May.
 - b. Make sure that the site is well lit outside.
 - c. Easily accessible for older members.
 - d. There needs to be a head table for the Executive Board.
 - e. A separate table is needed at the front of the room for the installation ceremony itself.
 - f. Seating appropriate for all the guests for the venue for the night.
2. Choose a venue for the evening:
 - a. If you choose dinner, invite your guests for an early start (6:00-6:30pm).
 - b. If you choose another, allow time for member's dinner and traveling time (7:00-7:30pm)

Remember, the meeting portion and installation must begin promptly at 8:00pm

3. At the State General Meeting in March provide either an invitation or a memo style of acknowledgement of your event. If unable to hand deliver this night, promptly mail to the individual.

What this should include:

- a. Date
- b. Time
- c. A plan for the evenings (i.e., appetizers, desserts and/or dinner).
- d. Clear directions to your site. With a telephone number for anyone who could become lost.
- e. An RSVP with a contact person and date. (typically, a per chapter response is received).

Who receives an invitation or memo? {one per}

- a. Executive Board Members
 - b. Committee Members
 - c. Each Chapter President
 - d. Past Presidents
4. At the State General Meeting in March, a stipend of \$300.00 is given to the hosting chapter. These funds are to be used at the Chapters discretion for the evening expenses. Any other expenses for the evening are absorbed by the hosting chapter.
 5. All incidentals that are needed for the actual installation are provided by the Executive Board.