

1. Secure a meeting site that can easily accommodate approximately 10-25 attendees.
 - a. Check the date in the directory. A Wednesday in Mid-October.
 - b. Make sure that the site is well lit outside.
 - c. Tables that can be setup for everyone to use. We have arranged the tables in the past in large rectangle so that everyone can easily view one another. (makes for easier conversation.)
 - d. Work closely with the Vice President for the details for the evening.
2. Choose a venue for the evening
 - a. If you choose dinner, invite your guests for an early state (6:00-6:30pm).
 - b. If you choose another, allow time for member's dinner and traveling time (7:00-7:30pm).
 - c. State will reimburse the hosting chapter up to \$200.00 for the evening expenses. Monies will be paid, when all receipts are submitted to the State Treasurer. All other expenses above \$200.00 will be absorbed by the hosting chapter.
3. At the State General Meeting in September 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 evening (i.e., appetizers, desserts and/or dinner)
- d. Clear directions to your site. With a telephone number for anyone who could become lost.
- e. The State Vice President will handle the RSVP.

Who receives an invitation or memo? *{one per}*

- a. Executive Board Members
- b. Committee Members
- c. Each Chapter, counting on two guests from each chapter President, Vice President or another member representing the Chapter.