

Spring Brunch Committee

Overview:

The Spring Brunch is the first event of the year to kick off our new season. A time to socialize with each other after the long winter. It is usually the last Wednesday in May. There is no business meeting at the brunch, but the President will say a few remarks and welcome our members. The GCWC Scholarship recipient and their parents are invited (as our guests) and honored at the Brunch. The FOBSE liaison will introduce the recipient to the group.

This event is a 'Pre-Pay' event for all members and their guests, no pay at the door.
Estimated attendance 50-60 people (based on past events.)

There is a set budget for decorations and meals for the scholarship family.

Any venue charges should be waived if at all possible – or calculated into cost per person.

Reserve seating for Scholarship family and FOBSE liaison together.

Committee:

- Determine and reserve venue for Brunch based on availability (and cost per person).
- Plan menu
 - Allow for dietary restrictions
 - Serving style: buffet, at table, coffee service, cash bar, etc.
- Work with GCWC Secretaries to create Evite and *Registration Flyer.
- Work with GCWC Website person to post event details.
- Personally invite Scholarship recipient and parents.
- Arrange for any A/V equipment if needed
- Arrange for or provide any decorations
- Provide final count to venue/caterer

*Registration Flyer – detachable section of the flyer should include:

Number and Name of guests,
Amount per person,
Dietary restrictions,
Return address and due date