

How to Run a T.C.S.C. Social Event

Meet to Eat:

- 1.) Well in advance of the newsletter deadline, select an area restaurant, date of event and time.
- 2.) Contact restaurant to check for conflicts with the date you have chosen. If no problems, make reservation for the number of seats you think you will need (ex. approximately 10 people). Let them know that you will call back the week of the event to confirm the final number of seats required. Make arrangements to get a copy of their menu (if not posted in the phone book) so you have it for members to review before signing up at the General Membership meeting.
- 3.) Make an advertisement for the newsletter (or at least give the pertinent information to the newsletter editor). Be sure to include date, arrival time, name of restaurant, location (street address and city) and your name and phone number as contact for this event. It is best to advertise the event for two newsletter issues, if possible, but at least the issue for the month of the event.
- 4.) Prepare a sign up sheet to collect name and telephone numbers (and e-mail addresses, if you so choose) and make a poster advertising the event at the General Membership meeting.
- 5.) At General Membership meeting, put up poster, have menu available for review and sit behind Social Committee table to take sign ups. Make sure event is announced at the meeting.
- 6.) Once you have a final number attending, call the restaurant to notify them how many seats are required.
- 7.) Show up early at the restaurant to make sure all is right at the restaurant. Enjoy the meal with the other club members.

T.G.I.F.:

- 1.) Similar to a Meet to Eat, pick a bar/tavern, date and time for this event in advance.
- 2.) Contact them to check the date for conflicts and give them an idea of how many you expect to have at this event.
- 3.) Make an advertisement for the newsletter (or at least give the pertinent information to the newsletter editor). Be sure to include date, time, name of bar/tavern, location (street address and city) and your name and phone number as contact for this event. It is best to advertise the event for two newsletter issues, if possible, but at least the issue for the month of the event.
- 4.) Prepare a sign up sheet to collect name and telephone numbers (and e-mail addresses, if you so choose) and make a poster advertising the event at the General Membership meeting.
- 5.) At General Membership meeting, put up poster and sit behind Social Committee table to take sign ups. Make sure event is announced at the meeting.
- 6.) Once you have a final number attending, call the bar/tavern to notify them.
- 7.) Show up early at the bar/tavern to make sure all is right.