

## Social Chair Procedures and Guidelines

Final

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### SECTION 6 - The Duties of Social Director Shall Be:

- a. events to To develop a suitable schedule of social events which will provide a broad range of such events for all members. These include dinner meetings, tours, picnics, and other events deemed to be social in nature.
- b. To schedule events, said schedule subject to approval of the Board of Directors.
- c. To work closely with the Vice President and Competition Director to ensure that SVR has a coherent annual program which meets the various needs of its members.
- d. To negotiate for, and procure, suitable sites for social events.
- e. To coordinate with other organizations in connection with conducting and participating in social events.
- f. To issue press releases concerning social events, and to publicize such events within THE DRIFTER.
- g. To appoint with approval of the Board of Directors such Special Committees as necessary to carry out the above.

### **Deciding on Hosting and Event and Getting it on the SVR Calendar:**

SVR encourages all of its members to get involved and to consider hosting an event such as a dinner, wine tasting, or tour to a place of personal interest which the members has a special interest in and would like to share the experience with other members. The best place to do this is at the club's annual planning meeting which is usually held in the month of January of each year. The planning meeting is organized by the club's vice president with assistance from the club's social director.

### **Deciding on a Venue for a Dinner or Social Event:**

Prior to the planning meeting or trying to schedule an event on an open calendar, the social director shall determine the number of dinner events that would be appropriate for the club's calendar.

Since our members live in the greater Sacramento Region, it is important that some events be held in the areas that our members reside including Sacramento, Elk Grove and Laguna, Carmichael and Rancho Cordova, South Placer County including Roseville, Granite Bay, Rocklin and Lincoln, Natomas, and other regions in the greater Sacramento area.

The social director will advise the dinner chairs of the general guidelines developed by the club regarding maximum seating capacity for the restaurant under consideration. The day of the week that dinner events are usually booked, and the time of the event.

If the event is a tour, the social director should also provide dinner event procedures as well as guidelines regarding hotel accommodations and pricing, restaurant selection as well as coordinating with the tour leader and tour chair other details involved in putting on a successful tour event. The social director shall provide

1. If you are planning a multi-day tour or event, research hotel accommodations and points of interest that could be
2. The price point of the restaurant you are considering, plus tax and gratuity. SVR dinner events have ranged in price from \$25 per person to as much as \$75 per person for the club's annual Christmas party.
3. The menu selection offered by the restaurant, regardless of type of restaurant, should offer enough choices to please most members. The menu selection is generally limited by each restaurant to 3-5 menu items and should offer at least one vegetarian selection as well as other types of options.
4. The restaurant, ideally, should have a private or semi-private facility or banquet room to accommodate our group. This is especially important if you are going to have any announcements or speeches. A sound system should also be considered depending on the acoustics of the room and preference of the speakers.
5. Selecting a date and day of the week is very important. Most SVR dinners over the past several years have been scheduled on weekdays. Most restaurants have more options available on weekdays than on a busy weekend. If selecting the event time on a weekday, it is best to schedule the social hour from 6-7 pm with dinner starting at 7pm to allow those that work time to get home, change and make the event. On weekends, you are more flexible.

#### **Collecting Reservations and Event Fees:**

1. The club does not currently require event or tour chairs to use a particular registration site and gives that decision to the chair. Sites such as Motorsportreg.com are used for event registration by a number of regions in Zone 7 as well as using Constant Contact.
2. All event fees will be collected by the event chair. The club currently accepts personal checks, credit cards or cash. However, the club discourages members from sending cash via the mail and may or may not accept credit cards depending on the registration system being used.
3. Event fees should take into account room rental, if any, cost of food and beverages including tax and gratuity. It is suggested that the event chair round off the fee to the nearest dollar.
4. Event fees should be mailed to the club treasurer no more than 1 week following an event. If more time is required this should be discussed with the club treasurer. Please use the club

#### **Event Chair Support:**

1. The social chair shall provide support and advice to all event chairs including dinner and social event chairs.
2. The chair shall also insure that each event chair submit a budget to the board of directors at least 3 months prior to their event and the chair review the budget prior to submittal.
3. Should the event chair not be able to present the budget to the board in person, the social director will present the budget in their absence.
4. All contracts should be reviewed by the social chair prior to presenting to the President and treasurer for review and signature. Consideration should be given to the following:
  - a. Cancellation policy and risk to the club

- b. Minimum guarantee and final date for submitting guaranteed attendance
- c. Additional charges that might not have been included in the budget submittal
- d. Deposit amount and due date
- e. Final payment arrangements
- f. Insurance requirements, if any
- g. The social director shall provide all event chairs a copy of the club's procedures relating to hosting a dinner or social event.

**Managing the Calendar:**

1. The club's annual event calendar is a yearly calendar that also includes the first 2-3 months of the following year to allow events scheduled early in the year to have adequate time to advertise and market the event. It also gives time for the event chair to develop a budget to present to the board of directors up to 3 months prior to the event. It might be considered that the club actually has a 15 month annual calendar.
2. Event chairs that have events on the calendar in the third and fourth quarters of each year will need to be reminded of their responsibilities as event chairs may often not realize how fast events come.
3. Should there be dates on the club's calendar in need of events, it will be the social director's responsibility to develop an event to fit the schedule or to find a chair to host the event.