

All Staff Luncheon Planning Checklist

As soon as your department(s) are contacted:

- Meet as a group to discuss possible dates, locations and themes.
- Appoint a person from your group to work with Conference Operations and Dining Services
- Appoint a person to work with HR
- Appoint a person to create invitations.
- Appoint a person to be the contact for RSVPs.
- Appoint a person(s) to work on decorations/games, etc.

Once your meeting is over, here are additional steps for each person.

The HR liaison should call x4818 or email [hr] or the following information:

- College Services has agreed to help subsidize the luncheons. Please call Christi Baker at x4300 to get the College Services account number to give to dining services for the meal. Give to dining services liaison.
- Get the budget amount that HR is providing for decorations and other expenses. Get the HR account number to charge, or determine whether you will be turning in bills and receipts.
- Request a current invitational list, which should include:
 - All current staff members, including all Facilities Management.
 - Send paper copy to FM for posting and to Dining for posting.
 - Opt-in Retirees

The Conference Operations/Dining Services liaison should:

- Call x3178 or email [calendar] for available dates and locations. Keep in mind that approximately 80-110 staff members are typically present at a luncheon.
 - JRC 101 will hold Maximum of 96 at round tables, 130 at rectangles. May be able to do a combination
 - Quad Dining Hall can accommodate up to 200, but most staff cannot enter space unaided, as the space is P-Card secured 24 hours a day.
 - Old Glove Factory Pioneer Room can hold up to 112 at rectangles, up to 80 at rounds.
 - Harris Concert Hall can easily hold up to 250 people.
- Select a couple dates and tentatively book the room. Conference Operations will send you a confirmation with an Event Reference Number.
- Contact Dining Services at x3661 and speak with Dick Williams for suggestions on the date.
 - ***PLEASE NOTE: Dining Service staff are supposed to be able to attend the luncheons. Dick Williams has suggested working out a deal where half of the dining services staff are able to attend the Spring luncheon, while the other half serve the meal, and then switch at the Fall luncheon. These details must be

arranged in advance for dining staff to feel a part of our program. Please do not forget to include them!

- Contact Conference Operations to confirm the date and location.
- Notify the Support Staff Relations Committee Chairperson [SSRC@grinnell.edu] of your luncheon date ASAP so a notice can be posted on this website.
- Contact Catering Services at x3665 to discuss menu ideas, options and costs. Please be sure to include a vegetarian option. Catering will want:
 - Event Reference Number (from Conference Operations)
 - Account Number(s) to Charge (from College Services)

At the Second Meeting

- Finalize menu.
- Finalize price, based on Dining Services quote and the amount College Services is willing to pay to subsidize the meal.
- Finalize any other plans for activities, prizes/and or decorations/themes.
- May want to discuss invitation wording.
- Finalize RSVP date. Give guests at least a full week to respond. Suggest a deadline for RSVPs of 9-10 days before the luncheon.

Tips for Creating Invitations

- Invitations are sent electronically to all staff, please contact Kristin Lovig at x4974 for details on how to do this. A PDF file is preferred.
- Dining Services and Facilities Management staff do not have access to computers and will need to have printed invitations.
 - Please think economically when designing the printed invitations (for example, two to four invitations per page, black ink on colored paper instead of colored ink on white).
 - Copy Connection will print the invitations; figure about 60 invitations for Dining Services and about 100 invitations for Facilities Management.
 - Create labels from the invitation list.
 - Contact Barb Shell and Terri Stark for distribution.
- Electronic and printed invitations should include:
 - Name of event (Fall or Spring Staff Luncheon)
 - Date, time
 - Place
 - Menu and Price (see catering section)
 - RSVP deadline, and phone numbers or e-mail addresses of contact person(s)
 - The phrase, "If you have dietary restrictions, please include it with your RSVP."
 - The Phrase "A Reservation made is a reservation paid. But if you find that you are unable to attend, please contact the above person(s) and cancel your reservation, making it available for someone else. You will not be charged if another person takes your reservation. Thank you."
- To accommodate staff with dietary restrictions, please make sure that the invitation states "If you have dietary restrictions, please include them with your RSVP." The committee

will need to communicate with Dining Services about making an accommodation for these individuals.

- The total number of reservations must be turned in to Catering x3665 one week before the date of the luncheon. Plan your RSVP date accordingly.
- It is very important to send out a follow-up reminder e-mail to all staff a few days before the deadline for reservations. You will double your attendance if you remember to do this. For Dining Services and Facilities Management staff reminder, send Barb Shell and Terri Stark another paper copy to post by time clocks.

After reservations have been collected.

- Conference Ops/Dining liaison should contact catering at x3665 or email [bensong] with final meal counts.
- It is a good idea to request a couple of additional meals for extra individuals that show up, or for errors in taking reservations, but dining may do this automatically. Check with the Catering Services Coordinator to determine if they plan to do this.
- Share all dietary restrictions with catering at this time.
- Conference Ops/Dining liaison should contact Conference Operations x3178 to request any special layouts, tables, AV or other equipment the committee might need for registration, decorations, door prizes, etc. (Catering will order their own tables.)

At and After the Event

- At the event, set up a table at the front of the door and have volunteers from your department collect the money as people enter. *Departmental budgets cannot be used to pay for staff to attend these luncheons.*
- After the event, have the HR liaison count the money and determine if there are guests that haven't paid. Follow up with those guests. Deposit all money into the account given by College Services to pay for the food. To do so, take the money to the cashiers office with the following written information: Deposit [DATE], [ACCOUNT NUMBER], [AMOUNT] RE: Staff Luncheon.