



# Stonington Garden Club

## THE ROLE OF HOSPITALITY CHAIR

The Head Hostess works with the Program Chair to determine the hosting needs for each meeting and sets up volunteers for the year in advance. Each month the Head Hostess works with the meeting Hostesses to determine the number of expected attendees, whether to set up for a speaker or workshop, whether the lecture is private or open to the public, etc.

The Head Hostess is responsible for signing up two or three volunteers to be hostesses at our Regular Membership Meetings, the September and June luncheons, and the December workshop meeting. The Head Hostess determines the site of the Holiday Cocktail Party and the June luncheon (both at members' houses).

Hostesses purchase and prepare refreshments in coordination with the Head Hostess. Duties include visiting the meeting site, assessing needs: seating, set-up, parking, cleanup and removal of trash and providing a bin for recycling materials (and removing those recyclables from the site). They help set up, serve the refreshments, clean up, and share in the overall expenses equally. Please bring your receipts to the meeting and among the hostess's tally (the Head Hostess is not included in this tally) and divide expenses equally. There is no reimbursement by the club. The hostesses are responsible for refreshments, hot and/or cold beverages, and a floral centerpiece. Members are encouraged to arrive early to mingle and have coffee and enjoy the refreshments.

Two Hostess Supply Boxes are maintained with basic supplies (cups, plates, napkins, utensils, sugars, pitchers, etc). These supplies are on hand to be used but supplies should be replenished when necessary for which one is reimbursed (please provide receipts- and fill out an expense reimbursement form, found on our club's website.). The boxes may be stored in the pantry at the Palmer House or may be passed among the Hostesses. The SGC owns a coffee urn that is stored with the Hostess Boxes at the Palmer House. (No plastic utensils, cups or plates unless they can be washed and reused.)

Palmer House: There is a kitchen for set-up and clean-up. SGC supplies tablecloths. We must

remove trash and recyclables.

LaGrua Center: There is a kitchen for set-up and clean-up. We may use their tablecloths and they can be left in the coatroom for laundry.



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It is strongly encouraged that Board Members should not be hostesses. Board meetings are before the membership meeting- this is the time that hostesses set up for the meeting. At meetings in which guests and spouses are invited there will be additional Hostesses selected that will share in the responsibilities and expenses.