

# Prepare & Share Dinner Club Board Calendar

## AUGUST

- Select caterer for NOV Kickoff Dinner

## SEPTEMBER

- Submit article for the October issue of The Tipster by SEP 8 with info about Kickoff Dinner

## OCTOBER

- Send membership renewal form to members
- Send Kickoff Dinner reservation form to members

## NOVEMBER

- Hold Board meeting prior to Kickoff Dinner
- Send theme survey to members to select 4 monthly dinner themes
- Kickoff Dinner – announce winning themes
- Collect dues (due by NOV 15)

## DECEMBER

- Monthly Dinner
- Submit article for the January issue of The Tipster by DEC 8 with info about Spring Luncheon

## JANUARY

- Monthly Dinner
- Board Meeting
- Send Luncheon reservation form to members
- Select caterer for MAR/APR Season Finale Dinner

## FEBRUARY

- Monthly Dinner
- Solicit members to fill any vacancies in club Board
- Club luncheon
- Send Season Finale Dinner reservation form to members
- Submit article for the March issue of The Tipster by FEB 8 with info about Season Finale Dinner

## MARCH

- Monthly Dinner
- Board Meeting prior to Season Finale Dinner

## Late MAR or early APR

- Season Finale Dinner
- Officer Elections
- Board Meeting after Elections
- Select dates for next season's club dinners and luncheon & reserve SCOV rooms
- Submit New Club Officers form to SCOV office if any changes in officers
- If necessary, change authorized signers for club bank account

## MAY - OCTOBER

- If desired, plan informal get-togethers for potlucks or restaurant meals