

## Wining & Dining group "How to Host" February 2016

When it is your turn to host an event you will need to choose a venue within a reasonable driving distance.

The event is usually held at lunchtime, but can be in the evening during the summer.

You do not always have to choose somewhere different. We have had some excellent meals locally.

- Select your venue
- Agree the date and time for the meal
- Agree with the landlord/owner/manager the menu and price. (eg: 1/2/3 courses or a set menu)
- Ask if you need to pre-order the food
- Agree maximum numbers and the last date for confirmation of orders
- Agree how to pay (ie: individually or a set price menu)
- Leave your contact details

Provide Tony & Nita with the full details (including menu) and we will put the information on the website and the notice board at the monthly meetings for all members to read.

Prospective diners will then contact you to book their place and order their food.

You then finalise the details and pass this information on to the venue by the agreed time.

Be the first to arrive to welcome your guests and the last to leave to ensure payment is completed. The float will cover any minor discrepancies.

Enjoy yourself!

*Tony & Nita*