

# Circle City Curling Club

## Hospitality Committee

### **Purpose:**

The purpose of the Hospitality Committee is to ensure that the hosting of bonspiels and special events, both external and internal, is performed at the highest level, building on the reputation for excellence that we strive for as a club. The committee must coordinate closely with the Bonspiel and Special Events Committee. It is expected that the committee will meet on a monthly basis to develop plans for scheduled events during the season, and more frequently in the weeks leading up to events. The committee should submit a monthly report to the Board of Directors detailing plans for upcoming events and results of recently completed events.

### **Deliverables:**

- Recruitment and scheduling of volunteer hosting participants (greeting, registering, food serving and clean up).
- Recruitment of food donations from members.
- Purchase of additional needed food items within the budget approved for each event.
- Creation of welcome packages as appropriate within the approved budget for each event

### **Membership:**

The committee should be comprised of a minimum of 6 members, including a committee chair. The most important criteria for membership are the ability and willingness to devote the required time to these events. Helpful experience includes:

- Event planning
- Food preparation
- Communication