

Raffle Tickets: _____

Meal Tickets: _____

50/50 Tickets: _____

Registration: _____

Other: _____

Checkbook to pay the Eagles!

7) **Follow Up:**

Reconciliation of funds and proceeds for chapters

Payments made to other chapters:

Lessons Learned:

Checklist Updated and forwarded to the OHC Webmaster:

Miscellaneous Information:

- 1 Contact the Eagles as soon as possible and make sure that you follow up with them on a confirmation date for meal changes. You'll tell them how many meals but, you can change the number up to 2 weeks prior to the meeting date. **After that - you're liable for any extras.**
- 2 Be sure to check on how many coffee pots they will have available. They may be short and you'll need to scrounge up a few.
- 3 Check on the availability of ice for cold drinks. Ice machines are notorious for breaking down.
- 4 Members of the Eagles will serve the meals and provide the items in step # 4.
- 5 You'll need to provide your own raffle tickets. Have a different color for each event that will need it.
- 6 Have the person who is handling the reservations create a list of people in alphabetical order to bring so that attendees can sign in right on the list - this saves time and if you have someone who can bring a laptop with the list on it, the OHC State Secretary will need an accounting of how many people and from what counties. See the 3rd tab of this workbook for an example or feel free to use it!
- 7 It's a good idea to keep in mind that there may be people who are diabetic or have food allergies when planning the meal and/or desserts & drinks.
- 8 You **WILL** be expected to pay for the meals on the day of the meeting so be sure to take the checkbook!
- 9 Be sure to have a good accounting after the meeting - preferable 2 people should be involved - not that you can't trust someone but, it can be very confusing if you have very many chapters participating in auctions, raffles, etc.
- 10 Don't forget that if you update this workbook, you should send that update to the OHC Webmaster. They don't need all of your information, though. Just send them a blank copy so that the next hosts will be able to pull it from the website and use it.

