

## **B League End-of-Year Luncheon Committee – Updated 5/7/2019**

Process: Early in season reserve the venue within the budget. Later on get prizes and centerpieces and finalize menu. About a month ahead, ask captains for attendee count (most caterers need final # at least a week ahead). Invite A and B League Coordinators, B Sub Committee Chair, GAFL Website Coordinator, and B City Teams Coordinator.

The Round Robin usually runs 9-11am and the luncheon begins at 11:30.

Budget (check with Janie for current info):

- Approx. \$16 per attendee, including room charge, tax and tip. Estimate 100 attendees
- \$50 for bartender for cash bar
- \$150 for round robin playday prizes.
- Door prizes and centerpieces and decorations are not in the budget... the hosting team/s are expected to donate or ask businesses and restaurants to donate if they choose to have any.

The B League Coordinator along with the A League Coordinator has a separate budget for and organizes:

- The Agenda for the luncheon
- The prizes for the year-end winning teams and any other miscellaneous gifts awarded.
- Excellence Awards
- The round robin (score sheets, balls)