Email:  ferclunch@hotmail.com email inbox is monitored weekly on Thursdays. The luncheon is held on the second Thursday of each month.

Expenditures: Any purchases (Door prizes, decorations, name tags and mints, etc.) needed for the luncheon are purchased by the luncheon chair or someone on the luncheon committee. The committee member making these purchases is reimbursed for the expense. They complete a reimbursement form and submit it to the Treasurer.

Receipts for attendees/vendors:
Some guest and vendors require a receipt for their luncheon fee. The luncheon chair prepares the receipt and delivers to the vendor/guest onsite via email.

Postcard: No later than the 20th of the month prior to the luncheon a PDF of the luncheon postcard containing date/time/location, speaker information and any other pertinent information is emailed to printing vendor. The number of postcards to print and the mail list is provided by the FERC membership chair. The FERC Treasurer handles the postage upkeep.

Registration to reserve lunch attendance: Members and nonmembers alike may register via phone (call the luncheon chair) or website form to attend the luncheon. Some members do not use a computer for registration, they like to call. Vendors and guests registration is normally handled by phone.

Online registration: Those that use the FERC online luncheon form at ferc1.org enter the information into the following fields: name, employee number, phone number, number attending luncheon, email address and comments. The comment section is needed. It allows for additional communication (i.e. inform the luncheon chair of their attendance to a meeting prior to the luncheon or to ask questions about the luncheon). The luncheon committee retrieves the emails from the ferclunch@hotmail.com inbox and sends an email response stating: Thank you for your reservation for # to the FERC luncheon and other information as needed.

The luncheon registration form off the website sends an email from reservation@ferc1.org to the ferclunch@hotmail.com inbox which includes the email address of the person submitting the form and the information completed in the form fields.

Below is the result of your feedback form. It was submitted by

(email address) on Monday, May 7, 2012 at 12:11:46
---------------------------------------------------------------------------

NAME:

EMPLOYEE\_NO:

MEMBER:

PHONE:

ATTENDING:

---------------------------------------------------------------------------

REMOTE\_ADDR:

An automated response displays when the person submits the form.

**Thank you** for making your reservation to the upcoming FedEx Retiree Club luncheon. When you arrive, have your cash ready for payment or have your check made payable to '**FERC**' for (current cost $00.00) per meal. If you choose to pay with a credit card there is a $1.00 processing fee and your total cost per meal is (current cost + a dollar $00.00).

If you find that you are unable to attend, please contact ferclunch@hotmail.com 48 hours prior to the luncheon to cancel your reservation.

Thank you. See you at the luncheon!

Luncheon Chair

**Preparation for luncheon:**

* The luncheon committee compiles an alphabetized list of attendees names, number of attendees, amount owed, comments.
* The luncheon chair person notifies the venue/business:
	+ the number of lunches needed (guaranteed by the cutoff date)
	+ the number of other tables needed (tables needed for registration, name tags, merchandise, door prizes).
	+ need a flag, podium and microphone with appropriate speakers
	+ if a projector and screen are needed for the guest presentation, etc.

**Day of Luncheon:** The luncheon chair and other committee members set up the registration, door prize, name tag, decorations and other tables as needed.

* The attendees check in as they enter venue/business for the luncheon. Their monies are accepted by the luncheon committee and their attendance is confirmed.
* The luncheon committee tallies the number of attendees to verify with venue/business the amount owed. Venue/business prints an invoice.
* The luncheon committee counts the funds received for lunch. Tallies the cash, checks and gives them to the Treasurer.
* The Treasurer signs a check payable to venue/business in the amount of the invoice.
* The luncheon committee helps to give out door prizes with the president.

**Guest Speakers**: A member of the luncheon committee is responsible for obtaining guest speakers for the luncheon. Contacting the speaker, follow up to make sure of their attendance and any communication needed is carried out by that committee member. The luncheon chair is advised at the earliest of speakers and reports that information to the FERC Board of Directors.

**Board monthly meeting/report:** The Luncheon committee chair attends the monthly BOD meetings and furnishes the monthly luncheon committee report to the FERC Board of Directors.

**Note**: If there is a vendor fair or benefits fair or silent auction; this activity is held at the monthly luncheon location and coordinated with the luncheon chair and the chair/lead of the particular event (i.e. vendor or benefits,etc)