**Hosting a SEPTLA Membership Meeting**

Last meeting hosted at BTS was 10/9/2015

1. Refer to the document for hosting SEPTLA meetings on the SEPTLA website
2. Reserve rooms ASAP (HR or Academic office)
3. Communicate with the following 2 to 4 weeks in advance:
   * Director of Physical Plant – an FYI to date of meeting, rooms reserved, approximate number attending, any special needs re: tables, trash cans
   * IT Director - submit a helpdesk ticket describing technology needs for each room
   * Hospitality Committee and the potential need for their assistance
   * President or Dean for welcome and prayer at lunch
4. Print out name tags (can use mailing labels)
5. Print out receipts for lunch payments
6. Print out welcome signs for SEPTLA indicating rooms where meetings will be held
7. Print out quorum sign-in sheet
8. Make sure to have enough cash on hand to make change for lunch payments

The amounts listed below were for 33 (27 paying) RSVPs for lunch. Orders were placed with Giant [online](http://giantfoodstores.com/shopping/shop-online/entertaining-gc/) the week before.

Cole Slaw $ 9.99

Pasta salad with spinach and feta $ 9.99

Large (serves 20-28) fruit tray $ 35.99 (could have gotten away with a small)

3 large (10-12) sandwich trays $ 35.99 (had nearly a full tray left over)

Large (30-40) breakfast favorites tray $ 29.99 (medium would have been enough)

Cookie lover’s variety tray $ 9.99

Purchased the day before:

1 gallon orange juice (½ with pulp, ½ without)

½ gallon mixed berry juice (this went v. fast; get 2 next time, don’t bother with apple)

½ gallon apple juice (scarcely touched)

2 party-sized bags of potato chips, 1 Cape Cod kettle (gone), 1 sour cream & onion (almost gone)

Non-food items needed: plates (small and large), napkins, forks, cups for cold drinks and coffee, stirrers, sweeteners, tea, bowls for chips, serving spoons and tongs

* Set up tables and non-food items (plates, etc.) the afternoon before (include sign indicating location of water bubbler in hall)
* Lay out breakfast items in main meeting room before people start arriving (including coffee, hot water in carafes)
* Consolidate breakfast items when meeting starts, but leave available for snacking during breaks