



Minnesota Peony Society

HOSPITALITY CHAIR

The Hospitality Chair and his/her committee make people feel welcome, answer their questions and see that everything runs smoothly. Basically, it includes everything a good host or hostess would do to entertain his/her guests. The main duty of Hospitality Chair is to buy food, mainly snacks and such for MPS events.

The Hospitality Chair will also work with other chairs such as Tour/Picnic Chair when a major event is planned. In this case, the Hospitality Chair duties are secondary to those of the event chair.

Food Events:

- Educational meetings – snacks, water and light beverages for all attendees
- Flower Exhibition - snacks, water and light beverages for exhibitors and volunteers only
- Tour/Picnic – box lunches, drinks. Work with Tour/Picnic Chair
- Auction - snacks, water and light beverages for all attendees
- Other - Convention Hospitality or special event

Event Planing:

When purchasing food, first check with the event location for permissions. Also ask about storage and clean up responsibilities.

- Check with event planner for expected attendance.
- Plan amount to purchase base on this attendance projection.
- Acquire necessary plates, napkins and utensils.
- Are outlets needed for hot dishes.
- Transportation to event.

It is prudent to have on hand a supply of additional utensils, plates, etc. Be prepared to store the extras until next event. Also, save all receipts to turn in to Treasurer for reimbursement.

Use sanitary procedures for serving and storing. Try not to serve food that can be handled but rather have servings that are individually wrapped or easily divided. Leftover food must be safely re-packaged for proper handling. Only save food that can be re-used at a future event.

Catered Events:

If the event is to be catered, planning must start well before to ensure everything arrives on time.

- One to two months before, select caterer and menu based on agreed budget set by board.
- Know the expected attendance.
- Location of event should be selected by board or appointed chair.
- Communicate any special needs to board or location liaison if necessary.
- Ask about the facilities. Specifically, seating, rest rooms, access, usage fees and time available.

- Once location and specifics are known, communicate with event Chair so the members receive all the information needed. This may include mailings, emails to members and other forms of communication.
- Do members have to bring anything.
- What is will be going on in conjunction with the event.

Lastly, find out about any liabilities. MPS has insurance for this purpose in case there are injuries or other mishaps at the event.