

BANQUET AND PRESIDENT'S RECEPTION

The Chapter President will determine the theme and dress code for these functions.

The President's Reception is usually the first official function at the convention and is the time for each member to meet and greet the Chapter officers and each other. It may be very informal with no special seating, but should begin with a receiving line.

1. Check the room or area for the President's reception and determine the best place for the receiving line. The President will designate who will stand in line and should include the spouses. Have a committee member meet each couple who is to be in the line as they come to the room or area and escort them to their designated place.
2. Committee members should be available to direct traffic toward the receiving line.
3. After the agreed upon length of time, the line should be cut off and guests directed to tables.

The Banquet is the last function of the convention and is usually more formal but has no receiving line.

1. The President will provide the names of who will sit at the head table and who will sit at reserved tables. Normally tables are reserved for:
 - a. Outgoing and incoming officers including spouse or guest.
 - b. Families of Outgoing and Incoming Chapter Presidents.
 - c. Spouses or guests of any officers or VIP's seated at the head table.
 - d. Past Presidents and spouse or guest.
 - e. Others as designated by the President.
2. Arrange seating at the head table according to accepted rules of protocol.
3. Provide signs for the reserved tables and place cards for the head table. Be sure that those sitting at the reserved tables are so informed in advance. The reserved tables should be located directly in front of the head table.
4. Arrange for decorations for the head table and for the floor tables if desired and within the budget. Check with the hotel for the availability of any free decorations.
5. Order corsages and boutonnieres for special guests and chapter officers if requested by the President.
6. See that any items belonging to the Chapter are picked up and secured after the banquet.