



THE PROBUS CLUB OF BURLINGTON LAKESHORE

Special Events Committee Chairman:

1. Prepare a “tentative” event calendar for the year. Plans should include the Christmas Luncheon and facilitate discussion regarding venue meal choices and entertainment.
2. Christmas Luncheon Committee will report to the Special Events Chair and ensure tickets are printed and available for the membership in a timely manner.
3. Plan and prepare a budget for each event. Budgeting should include expenses for bus/transportation, meals and accommodations, (if overnight).
4. Print Information Flyers.
5. Arrange for selling and collecting money for tickets
6. Prepare deposit slips for the Treasurer
7. Prepare Financial Statements once each event is completed
8. Periodically conduct a survey with the Cub members in order to understand a cross section of our members’ interests and/or recommendations.
9. Assist the incoming Special Events Chairperson by supplying him with your contact lists, including telephone/email contacts for theatres, bus companies, and favourite restaurants, etc.
10. Inform the Hi-Lites Editor about future events for inclusion in the monthly newsletter so members can plan well in advance.

(Time estimate: Low of 2-4 to high of 8-10 hours per month depending on event)