



## Lambda Hostess Duties



**When you are asked to serve as a hostess for a meeting, the President will inform you of the place, date, time, and program.**

Your duties as hostess:

- ☐ Confirm time and date with restaurant.
- ☐ Determine menu options. (You may offer guests a pot luck, several pre-selected options or the option to order from the menu.)
- ☐ Confirm time and date with presenter.
- ☐ Design flyer and send to Carol Rossi-Fries, President. ([rossifcc@potsgdam.edu](mailto:rossifcc@potsgdam.edu)) (the flyer should include location, time, date, program, dinner options, and RSVP date)
- ☐ Come up with an item or basket to raffle. It will be raffled off at the meeting as a fundraiser.
- ☐ Manage RSVP list.
- ☐ If everyone is paying a set amount (not ordering from the menu) collect money at the meeting.
- ☐ Arrive at the meeting a half hour early to set up and greet members.

**If you have any questions, please contact Carol Rossi-Fries [rossifcc@potsgdam.edu](mailto:rossifcc@potsgdam.edu)**