

## Check List for Hosting MOCC Meeting at Corvallis Country Club -- as of 6/19/16

		<b>Written Instructions are posted on the MOCC WEB Site</b>						
		<b>MOCC Home Page</b>		http://moccocorvallis.org/				
		<b>Host Instructions</b>		http://moccocorvallis.org/				
		<b>Meeting Dates</b>	3rd Wed of Month	December - 2nd Wed	November - Lunch meeting	Jan & Aug - No Meeting		
		<b>Location:</b>	Corvallis Country Club					
		<b>Time:</b>	6:00 PM					
		<b>Hosts Set Up</b>	Approx: 5:00 to 5:30 PM					
		<b>Reservations</b>						
<b>Item</b>	<b>Check √</b>	<b>Action</b>	<b>POC</b>	<b>Phone</b>	<b>Email Address</b>	<b>When</b>	<b>Comment</b>	
1		List of Members for Reservations	John Detweiler, Treasurer	541-758-6842	<a href="mailto:detweij@peak.org">detweij@peak.org</a>	Upon Receipt of Newsletter	Newsletter Generally sent the first week of the month	
2		List of Members delinquent on Dues	John Detweiler, Treasurer	541-758-6842	<a href="mailto:detweij@peak.org">detweij@peak.org</a>	Upon Receipt of Newsletter		
3		Contact Country Club - Initial Coordination	Ron Thiesen, events coordinator	541-752-3471	<a href="mailto:events@corvalliscc.com">events@corvalliscc.com</a>	Upon Receipt of Newsletter	Leave message for POC at Country Club	
4		Coordinate w/Secretary for follow up email to members - Reminder for Reservations	Karen Anderson	541-760-1546	oregoni@comcast.net	Upon Receipt of Newsletter	Karen will send out reminders from time to time	
5		Arrange for decorations and linen color	Ron Thiesen, events coordinator	541-752-3471	<a href="mailto:events@corvalliscc.com">events@corvalliscc.com</a>		This can be left to the discretion of the Country Club	
6		Special Decorations	Hosts				\$35 maximum reimbursement from Treasurer for any special decorations	

7		Coordinate Set-up time with County Club	Ron Thiesen, events coordinator	541-752-3471	<a href="mailto:events@corvalliscc.com">events@corvalliscc.com</a>	Friday before the meeting	NOTE: Country Club is closed Mondays. Can leave messages. Country Club receives our newsletter as well.
8		Low Attendance Count, Close to 35 is okay. Coordinate with Country Club if below 30. Canceling for low attendance is a subjective call.	President, VP, or Program Coordinator -- Laura Garren	541-752-0498	Listed on Home Page	As Appropriate	Meetings may be canceled due to weather or very low attendance. Contact officer or board member.
9		Low Attendance Count	Host				Call members to boost attendance if necessary.
		<b>Equipment</b>					
10		Coordinate with Program Director or Assistant	Laura Garren	Laura: 541-731-7316	Laura: badgerett@gmail.com	Upon Receipt of Newsletter	POC for guest speaker will be listed in the Newsletter.
11		NOTE: Include Guest Speaker and his/her guest in your reservation count	Hosts - Get attendance of speaker from Program POC	Laura: 541-731-7316	Laura: badgerett@gmail.com	Upon Receipt of Newsletter	POC for guest speaker will be listed in the Newsletter.
12		Piano	Ron Thiesen, events coordinator	541-752-3471	<a href="mailto:events@corvalliscc.com">events@corvalliscc.com</a>		Available upon request
13		Projector & Screen (no computer available)	Ron Thiesen, events coordinator	541-752-3471	<a href="mailto:events@corvalliscc.com">events@corvalliscc.com</a>		Guest Speaker must provide their own laptop
		<b>The Meeting</b>					
14		Arrive about 1 hour prior to member check-in	Hosts and coordination with Country Club			Day of Meeting	

15	Obtain Cash Box for Country Club Receipts - Includes \$50 for change.	Country Club Rep on duty that evening -- usually bartender				Upon Arrival at Country Club	Checks for Dinner -- \$20/person -- made payable to MOCC
16	Check Arriving Members for dues status	Host				As Members Check-in	Ask member to pay dues if delinquent. Check payable to MOCC.
17	Obtain MOCC Coffee Mug for Guest Speaker	Country Club Rep on duty that evening				Upon Arrival at Country Club	Place Mug on Podium for President to present.
18	Obtain MOCC Box w/name tags and supplies.	Country Club Rep on duty that evening				Upon Arrival at Country Club	
19	Raffle - Call to verify a raffle for the meeting.	Mike Rainbolt	541-752-7326	<a href="mailto:rainbolt@comcast.net">rainbolt@comcast.net</a>		Prior to Meeting	Keep receipts separate from dues and dinner. Give to Mike Rainbolt.
20	Sell Raffle Tickets if applicable	Hosts				During Check-In	\$1.00 each; 6 for \$5.00. Raffle tickets in MOCC Box
21	Speaker's meal	John Detweiler or other officer.	See at Meeting		Last Resort: Ask Mike Rainbolt	At Check-In	MOCC will pay for Speaker plus his/her guest (up to 2 meals)
22	Give cash box (and \$50) back to bartender and all receipts to John Detweiler in two batches: dues, and payments for dinner.					After check-in and before dinner.	
23	Other Issues	President/Program Coordinator	See Above for phone/email		Last Resort: Ask Mike Rainbolt	As Needed	