

Operating Guidelines
Anniversary Dinner Chairperson(s)

1. Set exact date in February for banquet.
2. Obtain prior approval from Board for all monies expended. Check with Treasurer for the Anniversary Dinner allocated budget.
3. Obtain prior approval from Board before signing any binding contracts with venue or caterer.
4. Perform the following duties:
 - A. Plan banquet
 - B. Appoint committees
 - C. Arrange for dinner, table decorations, entertainment, door prizes, etc.
 1. Turn over to the Treasurer all monies received for the banquet. Checks should be made payable to Capitol A's.
 2. Coordinate with the following chairpersons, as needed for Anniversary Dinner presentations:
 - A. Raffle Chairperson—for end-of-year raffle drawing
 - B. Driver-of-the-Year Chairperson—for Driver-of-the-Year and Hard Luck presentations and trophies
 - C. Secretary—for typing certificates acknowledging the past year's service of the Officers and Board of Directors, as well as all Chair positions
 - D. Vice President—for ordering the patches for the prior year's Officers and Board Members and any other patches, such as Rookie-of-the-Year
 - E. President—for obtaining Past President's trophy
 - F. Historian—for creating slide show for Anniversary Dinner and/or bringing and displaying albums
 - G. Past President—for obtaining Vice President's, Secretary's, and Treasurer's trophies
1. Read the following for your information:
 - A. The head table, if used, is to consist of the past year's Officers and spouses.
 - B. The past President and/or the Anniversary Dinner Chairperson(s) should preside at the dinner.
 - C. You may wish to invite the membership to donate door prizes.
 1. Contact Club President for assistance with any questions not answered in this Guideline.