

need full description

1) Menu

2) Room Rates

\$119 quote
\$116 online

See angle
State Pres.

FFGC DISTRICT 12 MEET
OCT 21 2103
TO DO LIST-- 6.20.2013 Update
JULY, AUGUST, SEPTEMBER,

Holiday Inn Key Largo
99701 Overseas Highway
Key Largo, FL 3303
305-451-2121

www.keylargoresorts.net

Our contact: Diane Rodriguez
Direct: 305-453-7150
Diane.rodriquez@ophotels.com

HOLIDAY INN - Edna, Linda, Marilyn - thanks Evie!

1. Confirmed \$32 contract w/ Dianne -- Lunch menu - Noon-notify if time change is needed

get names
for menu

- A salad **Chicken Cobb**
- Two sandwiches - **or one!** 1- Fish 2- Cuban Pork
- Vegan identified individually
- Island Desserts (variety)**
- BREAKFAST: Coffee reg/decaf, Tea, Pastry - 8:45 am**

ask Diane
Sun

2. Room Set-ups: **8:00-8:15 am**

Table
Setup

- Registration table - outside room
- Coffee, Tea, & Water** set ups, exhibit & **6 sales/vendor** tables inside room **see 13e**
- Ten-top tables set for 100 (**1 club host/hostess at ea. Table**)

3. Rooms needed & set up

- Registration
- Vendor tables - **see #11 13e**

4. Officer Sleeping Rooms (**3**) - Marylou to send info out to ~~them~~ their officers **3 female, 1 male.**

- a. Setting up workshop to make shell toothpick favors!
- b. Our choice IF we do this

10. PROGRAM - Thanks Paula for helping with the initial planning!

- a. District is going to do this for us - Gladys??

11. SUNDAY NIGHT DINNER - Who can host this?

- a. Four state officers, Judy, MaryLou. ?
- b. Us - whole Board?
- c. Where? Who? How?

DAY OF HELPERS NEEDED - 13/23

12. REGISTRATION & CREDENTIALS - 6

- a. District Treasurer serves as Registrar and handles money & registration. We will need to be staffed up to move folks through process quickly - 4 people from 9:00 - 11:00? 2 people 11:00 - 2:00?
- b. District will have the name tags & holders

13. FFGC & DISTRICT SALES TABLES - 4

- a. 1-2 volunteers needed @ each table
- b. Do not put tables next to each other!
- c. CRF info table
- d. Do we need a table??
- e. Tables-6: 1-Reg/Cred/Name/Tags/Programs, 2-CRF/Don. (Judy), 3- Dist Sales, 4-FFGC Sales, 5-Raffle Table, 6-Club Hospitality/Info Table/runners *Sue/Edna*

14. PAGES/BUDDIES -3

- a. Help the officers - 1-2 people?

15. Hostess/Host at Each Table - 10 of our members, could be same

- a. Maybe we can all wear hats, or gloves or something to identify our club members.

NOTE: We need to make sure there is a MICROPHONE & a FLAG in the room! Screen for CRF ?