

FFGC DISTRICT 12 MEETING  
OCT 21 2103

TO DO LIST -- 6.20.2013 Updated 7.22.13  
JULY, AUGUST, SEPTEMBER, OCTOBER

Holiday Inn Key Largo  
99701 Overseas Highway  
Key Largo, FL 33037  
305-451-2121

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from  
Linda's  
notes  
ref

Michelle Cortez  
453 7149

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

1. Confirmed \$32 contract w/ Dianne -- Lunch menu - Noon-notify if time change is needed
  - a. A salad **Chicken Cobb**
  - b. Two sandwiches - **or one!** 1- Fish 2- Cuban Pork
  - c. Vegan identified individually
  - d. **Island Desserts (variety)**
  - e. **BREAKFAST: Coffee reg/decaf, Tea, Pastry - 8:45 am**
2. Room Set-ups: **8:00-8:15 am**
  - a. Registration table - outside room
  - b. Coffee, **Tea, & Water** set ups, exhibit & **6 sales/vendor** tables inside room **see 13e**
  - c. Ten-top tables set for 100 (**1 club host/hostess at ea. Table**)
3. Rooms needed & set up
  - a. Registration
  - b. Vendor tables - **see #11 13e**
4. Officer Sleeping Rooms (**3**) - **Marylou to send info out to them their officers 3 female, 1 male.**

- a. Basket in room - we provide wine & cheese 1 lge basket for all to share or 3 separate?
- b. Complimentary high-speed wireless internet service

#### 5. Invocation

- a. We need someone to give invocation - I recommend Edna & suggest she share our 'Gardener's Plan' - if we want a more proper innovation, we should ask the membership for recommendations.

#### 5. Chairman of the Day - Edna, will you serve as the Chairman of the Day?

#### 6. Special Offerings

- a. FFGC Rate for Fri/Sat/Sun? Diane checking - rack rate is \$159 -she'll get back to us. We will advertizse special deals below.
- b. \$35 rate on African Queen Sun & Mon afternoons (3:30,4:30, 5:30, 6:30) - Suzanne Holmquist
- c. Possible all day Sun Coral Reef Adventure Tour? Linda Keith- can you follow up on this?
- d. Classroom & plant? Keith - can you confirm this?
- e. Sunset Cruise on Island Time Riverboat - Linda will follow up on this.

OUR CLUB IN-ADVANCE WORK - See #10 ?

#### 7. DECORATIONS - Edna & Linda

- a. CONCH SHELLS - on tables, ~~they will disappear~~ - use to line head table! Will be raffled off
- b. Ken Nedimeyer offered us coral props for use on the tables - as loaners Set up separate table w/ brochures, bus. Cards, sample corals, plus barnacle centerpiece to use as donations (Judy)
- c. Judy Clark is going to have a BIG Coral Fundraising Statue that will travel w/her - Keith is helping on that too. (suggestion: lge barnacle piece-has holes to place donations in.

#### 8. GIFTS FOR HEAD TABLE -- Edna & Linda

- a. Our choice IF we do this shells w/toothpicks

#### 9. TABLE FAVORS - Edna & Linda, Suki

Sat \$20pp  
Charter  
Dinner Cruise  
4-Dist Officers  
10-Board members  
7-Club members

- 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

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 ?