

Events Co-Ordinator Role

Organise events for Stubbington U3A

1. Book most suitable venue
Pay deposit to venue
Pay balance
2. Book entertainment pay deposit as required
Pay balance for entertainment
3. Publicise event in newsletter and at monthly meeting
4. Take names for event
Take deposit/full payment for event
5. Fill in accounts document for Treasurer
6. Pass money and accounts document to Treasurer

CHRISTMAS LUNCH

1. Book venue
2. Pay deposit
3. Publicise event in newsletter and at monthly meeting
4. Take names and deposit
5. Take copies of menu for monthly meeting
6. Take menu choices and put on spreadsheets
7. Pay balance to venue
8. Fill in accounts documents for Treasurer
9. Pass money and accounts documents to Treasurer

(Agreed 1 April 2019)