**Robert Burns Dinner - Guide**

Normally scheduled last Friday of January

Volunteers - Leader and 8 others recommended. Scheduled date/time set by President. Update WEB Site with schedule. Get started by September to assure host site can support us. We recommend O Club at MCAS due to them being so very supportive of the Society.

Leader -

1. Responsible for the organization of the RBD including getting people involved by giving Toasts, Blessing the Haggis, Giving a Speech, Setting up Flags, and Cleaning up afterwards.
2. Call for volunteers and assigning their duties
3. Works with the organization for authorization where the RBD is to be held, i.e. Officers Club, MCAS
4. Getting a Quote from the Site Hosting the RBD
	1. Total est cost including Room charge, Audio Visual Equipment, Table Setup, Food, beverage, Servers, and Bar Tender etc.
	2. Price per meal - meal to be served including desserts to pick from
	3. Include cost of Haggis and Scotch per person
	4. Estimate for 65 attendees
5. Determine with BOD and Exchequer the estimate cost per person
6. Assure Piper agrees to play at RBD
7. Stay within budget @$4200

Other Volunteer Duties are:

1. Draft/Print Robert Burns Dinner Program @ 15 days before RBD. Normally, the President leads the event.
2. Draft/Issue Invitation to match Quote about 30-45 days before the RBD. Normally, Money sent to PO Box, checks picked up and Deposited, List of Attendees and Meal Selection needed 15 days before RBD Date.
3. Issue RBD “Save the Date” about 60 days before event
4. Help with Parking if needed
5. Ask someone to be responsible for Flag/ Standards Poles and Stands (Call for Members to bring Tartans by a certain date/ time)
	* 1. Set up Tartans on each side of the front entrance door prior to first arrival
		2. Then during cocktails move the Tartans to the front of the room
6. Plan for table decorations for 11-12 tables
7. Setup tables if needed. Print Table Seating Cards as needed.
8. Gather Podium along with Speakers and Microphone
9. Assign someone to take official pictures and forward them to SASLSC Web Master
10. Assign opening and closing the venue including final cleanup
11. Set up Receiving Table for Sign-in and Seating assignments