

Semi-Annual and Annual Tennis Club Dinner

The Semi-Annual meeting is held in November. The Annual dinner is held in March.

- The Board of Directors will provide the date(s), once approved by the CA.
- You will contact the catering company as soon as you have a date in order to reserve them.
- Complete the Club Kitchen Use Agreement, Attachment A and return to Terri at your earliest convenience. This can be found on www.mytptr.com, under clubs and forms.
- Caterer must sign the Caterer Kitchen User Agreement, Attachment C and return to Terri, once completed. This can be found on www.mytptr.com under clubs and forms.
- Request a copy of the menu options. Discuss cost with the caterer regarding your selections. Present cost to the Board. The Board will decide how much will be subsidized, if any.
- If desserts are wanted, it will be up to you to pick them up and prepare. Typically, it is substantially less expensive to provide our own.
- Prepare and submit to the Board at least 6 weeks in advance, a communication blog to be sent out with the menu, cost and instructions for payment and deadline.
- You will be responsible to provide the caterer's invoice to the Treasurer. Two weeks prior is suggested. The Treasurer will pick up the check from Member Services. The Treasurer will either give you the check or hand it to the caterer themselves.
- Set up and take down of the tables and chairs is your responsibility. Everything needs to be put back to the organizational chart arrangement at the end of the night.
- Trilogy at Power Ranch Kitchen Usage Checklist, Attachment B can be found on www.mytptr.com, under clubs and forms.

- Kitchen Post-Event Checklist – Club use only.
- This checklist is for Club use to inspect the kitchen after the caterer has completed their service. You do NOT forward this to Terri. Once the checklist is complete, leave the form in the kitchen.
- The kitchen will be inspected following the event. Any concerns or issues identified during the review will be documented and forwarded to Terri for appropriate follow-up action.