

**Newberry Jonesville Chamber of Commerce
Ambassador Greeter Committee**

Guidelines and Schedule for Directors leading the Luncheon and Ambassadors

If you are a director scheduled to lead, please print this out for your assistance, and if you CANNOT make your scheduled time, in respect of the other directors, please call Keri Moore at 352.318.3555 or Patricia Yates at 352.258.9834, so we can schedule another director.

Current List of Speakers and Lunch providers listed at <http://NewberryJonesvilleChamber.org>. Please have speakers turn in outlines per guidelines to Clay Martin and Rocky is rotating food vendors. Send list and outline to: anne.bello@NewberryJonesvilleChamber.org for publishing on our web site.

Keri Moore - Ambassador Chair
Patricia Yates, Ambassador Co-Chair in charge of Reception Table
Rocky V. - Ambassador Co-Chair in charge of Vendors
Ryan Beacher - Ambassador in Tioga, Chair of Tioga
Clay Martin - Ambassador Co-Chair in charge of Speakers

SCHEDULE for 2009-2010

September 2009 - Christy F
October 2009 - Ann Knapp
November 2009 - Paula W., Ryan B (GHF)
December - No meeting
January 2010 - Banquet
February 2010 - Sophie L, Ryan B (GHF)
March 2010 - Christy
April 2010 - Bill Brant
May 2010 - Trent S., Ryan B (GHF)
June 2010 - Clay M
July 2010 - Sophie L
August 2010 Jeff L, Ryan B (GHF)

Please note the lunch Greeter Schedule. If you are scheduled alone, you might want to see if another Board member or a Chamber member can assist. Each month someone needs to open the municipal building at 11:30 a.m. and set up chairs and tables.

At the municipal building we need one greeter table at the door, greeting and directing members, giving out receipts, handing out plates, greet and direct members, possibly giving out information on becoming a member and chamber guides and name tags.

At Gainesville Health and Fitness; one greeter at the upstairs door and two at the lunch table.

If you are scheduled alone, ask another member or two to assist you. Thank you for helping at our lunches, it will make our members and guests feel welcome, and move the meeting along in a professional and warm manner.

GUIDELINES TO ASSIST THE SUNSHINE DIRECTOR OF THE MONTH IN CHARGE

- Arrive no later than 11:30 a.m. Call that morning or the day before and verify that the food vendor is confirmed. The door to the municipal building may be locked - get the key from the office at City Hall to open up. If you are at Gainesville Health and Fitness, call Ryan the DAY BEFORE the meeting to confirm that the chairs and tables will be set up for us.
- Municipal Building - Lights and fans on -- switches are located side stage left.
- Tables and chairs in place. 2 tables for the lunch line, 1 or 2 table for greeters and to hold literature for chamber and members, magazines, brochures, newspapers etc.
- Arrange tables in a standard U shape for 34-40 people or you can use your own creativity in the table arrangement depending on speakers need....should be minimum of 35 chairs around tables.
- When a member pays they get a plate for food. If they don't pay, they just sign in, showing \$2.00 for scholarship fee only, and don't get a plate. ALL members and guest pay \$7.00 to eat, any exception need to be referred to the Chamber President. GREETERS are the only ones who can pay ahead and get a plate later, since they are greeting. If a speaker wishes to eat, they will be given a voucher and that meal will be paid for by NJCC.
- Checks are accepted, but made payable to the FOOD VENDOR. Money is to be divided up the following way. Person eating for \$11.00 (\$3.00 goes to scholarship fund/\$1.00 Speaker fund/\$7.00 to vendor). Person not eating should be asked for \$4.00 for networking fee and to provide for the speakers. Please notate on the sign in sheet next to their name, how much they paid, so we have an accurate deposit to the Scholarship fund, and also correct amount to the vendor, and speaker fund.
- Please return the sign in sheet, with the total dollars collected, signatures and head count, and Chamber deposit to Anne Bello (352-514-4996) before the meetings conclusion, or if she's not there, please call her or give all funds collected to Patricia Yates. Please give the Vendor their monies, while keeping a record on the sign in sheet of how much.
- At the meetings conclusion; food gets cleaned up, tables free of debris, and the garbage bag gets placed in the dumpster behind the building. The doors get locked; the food vendor or greeters take any left over food/drinks. If the food vendor is present they are paid all the monies owed to them. If you have a key, please return it to the clerk at the City Hall.

If a member or director wishes to promote their business by donating one or more gifts, the business will be recognized and drawing will be held before the conclusion of the meeting.

Guidelines for Speakers

Speakers must have an outline of their presentation to present to the Board, before a board meeting so that the Board can review and vote that its content will be enjoyable, and informative to the Members attending the Luncheon.

Enough time must be scheduled so that this approval, and or any discussion can occur before the scheduled presentation. With that in place, speakers should allow approximately two or three months ahead of time to schedule their presentation.

Presentations should run no longer than 20 minutes. Presentations should not be simply an "Infomercial", but provide members with information, within the topic.

Presentations require a title.

Speakers should consider having another business who would not conflict with them accompany them to add further value to their presentation. This will be viewed very favorably by the Board on approving the presentation.

Speakers who are serving as city, county, or state employees, or elected officials who are asked to speak do not need to turn in any outline. If they request to speak, a title and mission statement regarding their presentation is requested.

Guidelines for Sponsors

What is a sponsor? A sponsor of the Chamber Luncheon provides Lunch and receives advertisement for doing so. This advertisement will come in form on the website, print materials regarding the lunch, and the website. There are two types of Sponsors, Members who are in the food industry, and members who are in other businesses. Lunch sponsorship responsibility includes everything needed to provide lunch. The meal, the plates, spoons, forks, knives, napkins, a drink. Transportation, clean-up and set-up.

Members who serve food as their profession will be called on a yearly basis, and asked if they want to be in rotation to serve food. They will go on the calendar rotation. At these lunches a fee of \$11.00 will be collected, and \$7.00 per plate of that money is given to the food vendor.

Members who do not serve food can be a sponsor, though the following rules shall be in place as guidelines for that sponsorship. In return, we will appropriately give them advertisement on paper, the web and the day of the event.

-- Food must be catered by a Food Vendor who is a member of our Chamber of Commerce. Food can not be "home prepared".

-- Non-Food Members must submit to the Board 2 months in advance of their scheduled sponsorship who they are using to cater their event, and that vendor will be listed on the calendar, and any rotation adjusted to meet that sponsors wish to use that cater.

-- Fee will be collected of \$11.00 at the door, and 75% of it will go to the scholarship fund, and 25% will go towards the expense of stamps, paper, website, i.e. expenses which occur to advertise the sponsors business and our activity.

Keri Moore, Ambassador Chair
Patricia Yates, Ambassador Co-Chair