

ASURA Luncheon Committee Duties

The Luncheon and Special Events Committee has the responsibility of organizing two annual events, the Meet and Greet Pizza Party and the Holiday Potluck; fall and spring luncheons, if held; food for the Annual Meeting; and other special events, e.g., a fashion show. The material in this document includes input from Joyce Hartman Diaz, Barbara Bradford Eschbach, Bev Buddee, and Barry McNeill and reflects what historically has been done. Hopefully the document will help the committee complete its work. There is material for each event as well as a review of the events organized from September 2015 to April 2017 and a list of possible event venues.

Note: For general information about setting up events, the committee chair should review the material in the “Events Chairs” menu on Wild Apricot.

Meet and Greet Pizza Party with Pre-party Panel

The annual Meet and Greet Pizza Party is held after the September Board meeting. It is organized for new and returning members to socialize, and for new members to feel welcomed. It is normally held in CSB 330.

1. Typical Event Schedule

- a. 10:00 to 11:45 am - Board Meeting in CSB 203a
- b. 11:00 to 11:45 am – Panel discussion of *Things I wish had Known when I retired* in CSB 330
- c. 11:00 to noon – Set up food in CSB 333
- d. 11:45 to noon – Set up room CSB 330
- e. Noon to 12:40 pm – enjoy pizza in CSB 330
- f. 12:40 to 1:00 pm – Welcome by ASURA President and short presentation by committee chairs present
- g. 1:00 to 1:30 – Clean up and return CSB 333 and 330 to classroom configuration

2. Checklist of Activities

Date	Check	Activity
Early in Summer		1. Contact the ASURA Office Manager and ask that Community Services Building Rooms 330 & 333 be reserved from 10:30 am to 1:00 pm on the date for the ASURA’s September Board meeting
		2. Arrange to have the event posted on Wild Apricot
A Week before the Event		1. Purchase Tableware, if necessary. Check with the ASURA Office to see if they have any supplies from previous events. See item 3.c for details on what tableware is required.
		2. Purchase drinks (see Menu item below for specifics)
		3. Purchase deserts (see Menu item below for specifics)
		4. Arrange for an event photographer
The Day before the Event		1. Go to Venezia’s Pizzeria located at 27 East Southern Ave to order pizzas and arrange for delivery to room 330 in the ASU Community Services Building at 200 East Curry, Tempe at 11:45 am. You will pay for the pizzas at this time and be sure to include a delivery tip. Venezia’s telephone number is 480-858-1660 and their web address is

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		https://www.venezias.com/location/tempe/t (see Menu item below for order specifics)
		2. Purchase ice and use to cool the drinks
The Day of the Event		1. Bring supplies (see Party Supplies below for specifics), drinks, and deserts to the event room. Note: the ASURA office has a dolly which can be used to move the heavy items up to the room
		2. As soon as possible set up the room. Typically, this consists of: <ul style="list-style-type: none"> a. a table & chair at the entrance to allow attendees to fill out a name tag b. two to three tables with chairs behind at the front of the room for dispensing the tableware, pizza, and deserts c. tables with chairs for up to six for the attendees to eat at d. Note: if the pre-party panel is held in the same room you will need to move the chairs to the other end of the room and then back when the party gets going.
		3. Set up Serving Table <ul style="list-style-type: none"> a. place deserts on the table just past last pizza box b. place ice chests with drinks and ice at the end of the serving tables c. place the tableware on the serving tables before the pizza boxes
		4. Fifteen minutes before the start of the event receive the pizzas
		5. When the event begins open three of the pizza boxes and place on the "serving" table. Replace the empty boxes with fresh pizzas.
		6. At the conclusion of the event the room must be cleaned up and returned to the way it was before the event, e.g., tables and chairs in the same configuration.
Within 3 Weeks after the Event		1. Make sure the photographer has transferred the event pictures to person in charge of maintaining the ASURA Photo Gallery
		2. Write up an event report and send it to the Events Chair.

2. The Event Menu

a. Pizzas

Order 10 to 12 Party Pizzas. The website says each pizza serves 7 to 8. It is best to order on the high end and not the low end; running out of pizza is not desirable. For 12 pies the suggested mix is: 2 Pepperoni only, 2 Sausage only, 2 Pizza Bianco (no extra topping), 3 Venezia's Supremes, and 3 Park Avenues. In fall 2017 the pizzas were ordered from Papa Johns.

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In 2017 we anticipated 88 attendees and purchased 21 pizzas which was two slices person plus some extra. We ended up with 7 unused pizzas. This suggested that 70% of the attendees only had one slice, not the two envisioned.. Drinks

- i. Water – 80 sixteen ounce bottles of water; Costco sells flats of 80 for about \$7. In 2017 we used about one flat 40 bottles) of 16 ounce water bottles
 - ii. Ice Tea / Lemonade – 3 to 4 gallons. Fries has a nice low cost presweetened ice tea. In 2017 Arnold Palmer drink was served, bought six gallons and used about 3 gallons for 88 people.
- b. Desert – Costco has plastic containers of small cakes / cookies, e.g., Brownie Bites, Lemoncakes, Costco Cookies. Bring enough for each person to have 2.

3. Party Supplies

- a. while the pizza comes cut you should bring 1 or 2 pizza cutters and or some knives. In 2017 two pizza cutters were purchased and should be in the supply closet.
- b. 3 to 4 serving spatulas – In 2017 three serving spatulas were purchased and should be in the ASURA supply room
- c. tableware: plastic knives, forks, paper plates, napkins, plastic cups. Check with the office to see what is currently in the supply room.
- d. 2 or 3 pitchers to serve the iced tea / lemonade – In 2017 two serving pitchers were purchased and are in the storage room. The pitchers had a side delivery spout which leaked a bit.
- e. two ice chests filled with ice. In 2017 40 pounds of ice was purchased the day before to cool the gallons of iced tea and 60 pounds more was purchased on the day of the event.
- f. a large bowl and scoop for the ice – In 2017 two bowls and two scoops were purchased and should be in the ASURA supply closet.

4. Paying for Supplies and Pizza

Purchases should be made using an ASURA issued credit card if available else pay with personal credit card. You then submit the receipts to the ASURA Office. The receipts will be sent to the ASURA Business Manager who will issue you a reimbursement check

Fall Luncheon

A Fall luncheon is held in Oct or Nov. The Events Chair will help ensure the date does not conflict with the Open Enrollment Seminar which is held each year in October. The event should be posted on Wild Apricot several weeks before the registration opens. Posting the event is either done by the committee chair or their designee. Three venues have been used to host the luncheons. They are Karsten Golf Restaurant [if they are still open], Shalimar Golf Resort which has hosted us in the past, and Friendship Village (see Potential Venues below for contact information).

Holiday Potluck and Bake Sale

December potluck is held around mid-Dec. 18. It is held in CSB 330. Committee needs to set up, including arranging tables to seat 4-6, chairs to fit, and centerpieces on tables, Set up a beverage and food table, usually along one side of the room, a sign in table by door, with name tags and pens, and a bake sale table [usually at head of room]. ASURA has all needed items in the storage “BOOK” room, reusable plastic table clothes, plastic utensils, plates, cups, extension cords, 2 coolers, table center decorations, etc. Committee makes sure items are available before the event. Members bring hot/cold food. Committee brings ice, and water. Usually around 50-60 attend, cost is free. This is a quite popular, long established, social event; well attended and a little fund raiser as well. Committee is responsible for clean up afterwards, leaving room as it was found.

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Spring Luncheon

A Spring luncheon is usually in March or April. This is usually held at one of the venues, guests pay for the meal, and a few dollars extra to pay for the speaker, entertainer. 40-50 usually attend.

Annual Meeting

While the ASURA President is primarily responsible for organizing the Annual Meeting, typically the President asks the Luncheon Committee to arrange for the food. Since the meeting has historically been held in the Memorial Union on the Tempe Campus, the Memorial Union does the catering.

Special Events

This committee can also plan special events as they wish. In past years there have been fashion shows, working with local dept. stores such as Dillard's, with members being models, both male and female. A wine tasting and luncheon event was also very popular.

Potential Venues

1. Karsten Golf Course Restaurant
 - a. Contact: Ryan or whomever is handling catering
 - b. Address: 1125 East Rio Salado Parkway Tempe 85281
 - c. 480-784-4834 x200 fax: 480-784-4836
 - d. www.asukarsten.com
 - e. Seats 71 inside, has podium, mike, overhead projector, suggests speaker bring own laptop
 - f. Food from main menu includes water, coffee, tea, colored tablecloths [maroon or gold] with contrasting napkins. Food cost appx \$15-18pp with dessert, depending on chosen entrée.
2. Shalimar Country Club
 - a. Contact: Jane Thomas, Banquet Manager Jane@ShalimarCountryClub.com
 - b. Address: 2032 E. Golf Ave Tempe 85282
 - c. 480-831-1244
 - d. Seats up to 81, will serve buffet or sit down [same price], has podium, mike, overhead projector ?, suggests speaker bring own laptop
 - e. Food includes water, coffee, tea, maybe lemonade. White tablecloths. Food cost appx \$15-18pp with dessert, depending on chosen entrée.
3. Tempe History Museum
 - a. Contact: Amanda Martin, Admin, Community Services
 - b. Address: 809 East Southern Ave Tempe 85282
 - c. 480-350-5111 fax: 480-350-5150
 - d. Minimal charge for venue, has list of caterers from which to choose.
4. Friendship Village
 - a. Contact: Glynn Rohde
 - b. Address: 2645 E. Southern Ave/Tempe 85282
 - c. 480-831-0880
 - d. Minimal charge for venue, food—parking difficult

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Recent History of Events

- Sept. 2015 Welcome Back Pizza Party
80 registered, 40 attended. Cost=\$417 / \$360 budgets, Lost about \$57 on this event, due to number of no-shows.
- Nov. 2015 Fall Luncheon, Shalimar Golf Resort
54 attended, Mike Chamberlin [local television news personality, now retired] performed songs from WWII in honor of Veteran's Day, Christmas songs, and old favorites along with his ever interesting stories. His CDs were offered for sale. There was a small profit of \$34.00 for the association.
- Dec. 2015 Holiday Potluck
CSB 330, 43 attended the annual Holiday Event Guests brought holiday food and treats. The annual bake sale netted \$164.06 for the association.
- Feb. 2016 Spring Luncheon
ASU Karsten Golf Course, 63 people attended, Dr. Randy Cerveny, President's Professor of Geographical Sciences, spoke on world weather extremes. Talk Title: "Who decides the Hottest and Coldest?" Dr. Cerveny is the United Nations/World Meteorological Organization's Rapporteur of Weather and Climate Extremes [He verifies world weather extremes]. Profit=\$102. Sept. 2015
- Apr. 2016 Annual Meeting
ASU MU Refreshments: Light luncheon was offered, budget=\$600. Actual cost =\$452. A light luncheon seems to bring in more members than refreshments.
- Sept. 2016 Welcome Back Pizza Party
71 registered 69 attended. This year ordered pizza for 50 [due to previous year no-shows, ran out of pizza.] could have ordered 2 more pies. Budgeted cost to Association=\$191
- Oct. 2016 Fall Luncheon
ASU Karsten Golf Course, 52 attended. Pat McMahon, [local TV celeb, originally 'The Wallace and Ladmo show']. Association profit=\$86
- Dec. 2016 Holiday Potluck
CSB 330, 45 in attendance, bake sale=\$163
- Apr. 2017 Spring luncheon
Shalimar Golf Resort-anticipated to be on Wednesday, April 26. Our speaker will be Marshall Trimble, AZ Official State Historian.