



College Club in Laguna Woods Village

Guidelines for Ethnic Dining Hosts and Hostesses

To the Host or Hostess:

College Club greatly appreciates your willingness and commitment to organize one of our Ethnic Dining events **either for lunch or dinner (your choice)**, which occur on the **last Thursday of each month, except in November and December** when Ethnic Dining is suspended during the holiday season. Remember, the last Thursday can fall on the fourth or fifth Thursday depending on the month. The step-by-step guidelines listed below should help you plan a successful dining experience. **Allow two to three months prior to the event to complete your tasks.** Keep the chairperson informed of your progress at each stage of planning.

1. Determine the Restaurant:

1. Consider restaurants that are relatively close to Laguna Woods Village. Driving long distances may be a problem for some of our members and their guests.
 - a. Consider two or three restaurants that offer the same kind of cuisine before you make your choice. If you are unfamiliar with a restaurant's cuisine or its reputation, consider having a meal there to try it out.
 - b. Ensure that parking is available for each restaurant. Some of our members and their guests cannot walk long distances.
 - c. Meet with the management of each potential restaurant to determine the following:
 - 1) Ensure that the restaurant does NOT require a mandatory minimum guarantee for the number of diners at your event.
 - 2) How many diners can the restaurant accommodate? What is the minimum and maximum number of diners the restaurant can serve for this event?
 - 3) Will the restaurant provide a private room, or at least reserve part of the restaurant?
 - 4) Ensure that the cost is reasonable for our members. How much will the restaurant charge? Will the restaurant allow diners to order from the regular menu and pay individually? Or, will the restaurant provide a prix fixe (fixed price) menu, and does the prix fixe include tax and tip? May each guest pay with a credit card or cash, or, if the restaurant charges a flat fee per person, does the restaurant require a single payment from you (the host/hostess)? **If you need to collect money, make sure you get all payments prior to the event.**
 - 5) Is the restaurant's regular menu online? Or, get the items on the prix fixe menu.

2. Get the Word Out and Get RSVPs

- a. Email the College Club at collegeclublwv@gmail.com and provide the following information:
 - 1) Date and Time of this Ethnic Dining Event
 - 2) Your name, phone number, email address, and street address
 - 3) The Ethnic Dining chairperson's phone number
 - 4) Restaurant Name, Address, Phone Number, Website, Parking Information, Type of Cuisine, and Menu.
 - 5) How to RSVP (by signing up at a regular club luncheon meeting and, if prix fixe, providing you with a check **made payable to you (NOT COLLEGE CLUB)** that members can give to you at a luncheon meeting or by mailing it to your street address.
- b. Print out an Ethnic Dining sign-up sheet, which is available on College Club's website (<https://www.lagunawoodsvillage.com/amenities/clubs/college-club>) and fill in all the information listed above. Bring the sign-up sheet with you to the the two luncheons held prior to your event. **Each member is allowed a maximum of two guests to bring to an Ethnic Dining event.**
- c. Announce the information listed above at the two club luncheons prior to the event.

3. Finalize Arrangements with the Restaurant

- a. Several days prior to the event contact the restaurant to confirm arrangements and finalize the number of reservations.

4. Welcome members and their guests as they arrive at the restaurant, and stay until the last guest leaves the venue.