



## Hospitality Committee Projects

Meets 2<sup>nd</sup> Monday in each month, 10:00 – 11:00 a.m.

**Committee Purpose:** OLLI members supporting the mission of OLLI@UGA by sharing their time and talents to provide social opportunities for the OLLI@UGA community.

### **Types of attributes needed:**

Enjoy interacting with others and sharing ideas

Desire to help other OLLI members who want, need social opportunities

Be a “Helper”

Have or be willing to learn “planning skills”

Have, or desire to have table decorating skills

### **Plan and host events for current and prospective members:**

OLLI Lifelong learning fairs – 2 per year

Dutch Treat holiday luncheons (Halloween, New Year’s Eve, Valentine’s Day, Annual Membership Picnic, Volunteer Appreciation gatherings, etc.)

### **Activities:**

- Determine event to be held (OLLI Fair, Themed Social, Member Picnic, other Activity)
- Appoint volunteer task team members to carry out various tasks for each event.
  - For OLLI Learning fairs, coordinate with the OLLI Office, Committee Chairs, SIG Coordinator, Sponsors, and venue where the Fair will be held.
  - For other events (socials, picnics, etc.):
- Contact potential venues to hold the event (facility calendar of availability, capacity 'limit, what the facility can offer in terms, of food, parking, etc).
  - Reserve a location.
  - Determine costs for food, facilities rental and other expenses. Decide on the cost for members to attend.
  - Write a publicity announcement for the event using the Marketing Committee Template and submit to Patricia Dixon.

- Appoint volunteer task team members to carry out various tasks for each event.
- Committee members should attend events to welcome OLLI members and assure that everything goes as planned; trouble-shoot as necessary.
- Conduct an outcomes analysis of each event via survey, and/or other methods.
- Write a final report on each event detailing all steps from initial planning through event conclusion, who did what, any revenue and expenses for the event and attendee satisfaction level.
  
- In addition to Hospitality events, we will work with the Membership Committee on special projects throughout the year in a reciprocal arrangement. Membership Committee members will work with the Hospitality Committee on projects that benefit OLLI and joint committee efforts.

**Time Commitments:**

Committee members are requested to attend monthly committee meeting which last from 1 hour to 90 minutes. Anyone who has a conflicting obligation from time to time will be excused from attending but is expected to read the subsequent meeting minutes.

Time to carry out the various activities varies and depends partly which activities members volunteer to work on and how many volunteers pitch in. Over the span of a year volunteers may expect to spend an average of 2-3 hours per month on projects. However, some months require less time, and some months require more time.