

## Banquet/Catering Committee

**Scope:** Following guidelines from the TLSSC regarding meal costs and choices, the Banquet/Catering Committee arranges for the service and delivery of all catered meals, including coffee breaks and hospitality hour. The committee should consist of 3-4 members, one of whom is designated as chairman. This committee should communicate with the TLSSC and other committees on a regular and on-going basis. This committee is not responsible for the hospitality room function.

### Responsibilities:

- Place meal/food orders with the catering organization or hotel following budget guidelines established by TLSSC, according to timeframes established by the catering organization or hotel.
- Follows budget guidelines for the meals, as determined by the TLSSC.
- Communicate meal choices and selections with the TLSSC prior to creation of the stevne registration form. [Will one of the meals be designated a Norwegian meal with "real" Norwegian food? If so, which meal(s)? Which meal is considered to be the "banquet"?)
- Coordinate room setup for meals with the hotel (e.g., 8/table in rounds; with or without "head" table, placement of buffet, placement of dance floor or show area for best viewing by all participants).
- Order coffee break food and beverages, coordinate setup and delivery within the hotel, if there is no Hospitality Committee assigned.
- Subcommittee: Decorations
  - Arrange for or create appropriate table decorations for group meals, following designated theme (Norwegian, stevne theme, etc.).
  - Decorate tables for group meals.