

## Hospitality Committee

**Scope:** Under guidelines of the TLSSC regarding stevne scheduling and available facility space, the Hospitality committee arranges for coffee break service for stevne attendees, when a separate Hospitality Room is available.

The committee may consist of three to six members, one of who shall be designated chairperson each year. The hospitality room, or area, is the responsibility of this committee, which shall have representatives from each of the three lags.

### Responsibilities:

- Obtain from the registrar and/or other sources the approximate anticipated stevne attendance.
- Arrange for bringing coffee pot(s) and supporting accessories, as well as items for providing hot or cold tea and lemonade if deemed appropriate.
- Purchase necessities for this function to the extent that members of the TLSSC or others do not donate them. Paid receipts for purchases should be submitted to the Steering Committee Treasurer for reimbursement.
- Arrange a schedule for hospitality committee members, or substitutes, to arrange the set up, serve the drinks and snacks and enjoy conversation with guests. Normally one person can perform these functions but two or more may be appropriately designated by the chairperson for brief durations.
- Provide an inviting and welcoming atmosphere for stevne guests, who will be offered treats such as coffee, tea and lemonade as well as snacks, during break periods or other times designated by the TLSSC.