New Sociables
Lunch Adventures Activity Leader
Job Description
2024-2025

● Find an interesting restaurant.

● Call the restaurant to see if they can accommodate 15-20 with separate checks.

● Date is usually the third Wednesday of the month.

● Time is usually as soon as the restaurant is open or around 11-11:30.

● A complete newsletter article is to be sent to the newsletter editor by the 10th of each month. Do not send it to the newsletter editor's personal email listed in the directory. The monthly article should be totally in electronic form. Either send it to the editor as an attachment in MS Word, a pdf document or email the complete article. If your monthly article does not really change each month, please indicate that to the editor. However, if it does have some monthly changes, make the changes and send the entire article to her electronically. It is the newsletter editor's responsibility to get your article into the newsletter. It is NOT her responsibility to edit and type your article into the newsletter and or research the topic, venue or speaker or find directions or phone numbers for your article. Make sure that she can take what you send her and copy and paste it into the newsletter. She should not need to retype it because you either gave it to her written or typed on a piece of paper. The newsletter position is a demanding job and anything we can do to make it easier, will be much appreciated.

● Carpool location should be on the way to the restaurant.

● Cost per person for carpooling

  ○ Base this on the distance to the restaurant.

  ○ This should be at least the cost of 1-2 gallons of gas per person.

● If there is a fee for parking, riders share the cost (not the driver).

● Bring a sign-up sheet to the general meeting the *month of the event.* Send out a final email 3-4 days before the event in case there are changes. Call the restaurant and give them a final number.

● Meet at designated location and coordinate carpooling. Give other drivers simple, easy to follow directions.