

Process for Planning AERA Welcome Reception

Arrangements are made by the SIG Chair. Get guidance from Executive Committee for recommendations for local co-Hosting organization.

1. Call the establishment and talk to the manager to inform/arrange that to reserve a space (if possible, and only if doesn't incur a room charge)

- for the specified date and the time (usually first day of conference)
- estimate 25-30 people on a rolling basis
- ask for a section of the bar with "reserved" signs
- if needed, arrange to arrive early to save the seats, if they insist on "first-come, first-serve" for tables. Arriving early is always good to meet the manager and waitperson.

2. Ask for a single server (if possible) to be designated for the group.

- it gets very confusing for the bill if one server isn't tracking things
- ask about a drink-ticket system.
- Chair (or other Executive Committee member designate) and a representative from the co-hosting organization greet members as they arrive and hand them a ticket -- indicating for happy hour drinks and or pick a value (no more than \$5). They order through the server and the server charges us the price of the specific drink.

3. At the start time, order a few appetizers for the group to share.

- Order multiple rounds as needed, mindful of the budget. Time may be over 2 hours and people arrive on a rolling basis.
- If there are extra tickets (i.e., we're under budget, which can be checked with the server), members who stay for the whole time may end up with more than 1 free drink (which is fine).