



Guidelines & Checklist for Hosting State OHC Meetings

(Revised: 1-23-2023)

Document owner: State OHC Directors

Guidelines for Hosting State OHC Meetings

1. Select meal and determine pricing from preset menus with Elks Club caterer. Menu suggestions and pricing at end of this document.
 - Contact: Larry Wise @ Heritage Catering @ 740-404-8540; 1009 W. Main St., Newark, OH 43055
Email: heritagecateringoh@gmail.com
2. Create flyer with information about the meeting, meal reservations, and the contact person. Send flyer to webmaster@ohconline.com to post on the OHC Website and Facebook. Send to secretary@ohconline.com to email to chapter and state officers. Sample flyer at end of this document.
3. Handle meal reservations.
 - Ten days prior to meeting, notify Elks caterer of meal count.
4. Four weeks prior to meeting confirm Elks location is scheduled and requirements for tables, speaker podium and sound system.
 - Contact: Ray Rector @ Elks Club @ 740-345-7315 - 730 N. 3rd St., Newark, OH 43055
5. Handle check-in on the day of the meeting: sign in all attendees, provide meal tickets for paid meals (prepaid or paid at door)
6. Give sign-in sheets to State OHC Secretary
7. Pay Elks caterer for meals

Hosting Chapters may:

1. Add \$1.00 to cost of meal
2. Conduct silent auctions
3. Hold 50-50 drawings
4. Hold Drawings for door prizes
5. Sell raffle tickets for special chapter program
6. Other Chapters may set up information tables
7. Cost of meeting room paid for by the State; region pays caterer
8. Hosting region should supply 6' round, disposable tablecloths for the number of tables to be used. After meeting, all clean up is done by hosting region (clean tables, pick up trash, etc.)

Hosting Region schedule

Date	Host	Date	Host
March 2023	SE Region	March 2025	NE Region
November 2023	SW Region	November 2025	SE Region
March 2024	CEN Region	March 2026	SW Region
November 2024	NW Region	November 2026	CEN Region

Checklist for Hosting State OHC Meetings

Step	Action		Completed?
1	Meal Plan	Contact: Larry Wise, Heritage Caterine @ 740-404-8540	
	Facility Use	Contact: Ray Rector, Elks Club @ 740-345-7315 Note: Heritage provides the meals, eating utensils, drinks, etc for the Elks Note: Elks provides tables, chairs, podium, sound system for our use	
2	Flyer	Create flyer with information & registration details. A layout can be provided by contacting membership@ohconline.com.	
		Flyer should be distributed to chapter officers, regional reps, state officers at least 2 months in advance of meeting date.	
		Email flyer to webmaster@ohcoline for posting on state website calendar and facebook.	
3	Desserts,	Hosting Region supplies the following:	
	Snacks, Drinks,	Cookies	
	Misc	Cake	
		Pie	
		Chips	
		Snacks	
		Misc soda	
		Confirm with Heritage the following is supplied. If not, Hosting Region supplies:	
		Coffee (ask how many pots they have; 3-4 are recommended)	
		Hot water for tea	
		Tea bags	
		Sweetners	
	Creamer		
	Trash bags		
	Dinner plates, silverware		
	Ice		
4	Facility	Confirm with Elks Club the following is supplied. If not, Hosting Region supplies:	
		Sound system	
		Podium	
		Tables for sign in, auction items, desserts	
		Table for attendees (rounds, seating 8)	
		Set Up & Clean Up	
		Projector & Screen (this is NOT provided by the Elks; please make arrangements with OHC president)	
5	Chapter/Region	For silent auctions, 50/50, sign in	
	Needs	Raffle tickets	
		Meal tickets	
		50/50 tickets	
		name tags	
		Registration & sign in documents	
		Payment process (checkbook to make payment to Heritage Catering)	
6	Follow Up by	Reconciliation with chapters (funds & sale of items)	
	Host Region	Lessons learned	

Suggested preset menu options

Deluxe Taco Bar

Hard & Soft Taco shells
Beef & Chicken taco meat
Refried beans & Mexican rice
Diced tomatoes, onions, lettuce, chips & Salsa
COST: \$15.99 plus tax=== \$17.15 per person

Meat Loaf Meal

Meat Loaf
Mashed Potatoes
Green beans
Roll & Butter
COST: \$15.99 plus tax=== \$17.15 per person

Stuffed Peppers

Stuffed Peppers (Extra pepper, \$2.50)
Mashed Potatoes
Green beans
Roll & Butter
COST: \$14.99 plus tax=== \$16.08 per person

Pasta Bar

Bow Tie Pasta in red sauce and garlic parm sauce
Chicken on the side
Salad & Breadsticks
COST: \$14.99 plus tax=== \$16.08 per person

Lee's Famous Recipe Chicken Tenders

(3) Chicken strips
Two sides (Mac & Cheese/Green beans)?
Biscuits
COST: \$14.99 per person

***NOTE:** All meals include buffet line, serving, Plates & plastic ware, Ice tea & Lemonade

Sample flyer. Contact membership@ohconline.com for help with revising this form.



OHC GENERAL MEMBERSHIP MEETING Saturday, March 12, 2022

Agenda: 10:30 am – Meeting begins
12:00 noon – Lunch
1:00 pm – Meeting resumes
3:30 pm – Meeting adjourns

Directions: **Eagles Club, 127 E William St (SR 36), Delaware OH 43015**
From North or South - take I-71 to SR36 West to Delaware, Ohio (approximately 8 miles).
Remain on SR 36 after the SR 37 split. Continue under the railroad crossings,
through 2 traffic lights to the next street. The Eagles Club is next to the Auto Zone store.

Menu: Chicken, mashed potatoes & gravy, green beans, salad & rolls
Coffee, tea, assorted drinks
OHC 50th Anniversary cake !

\$14 per person – Reservation Required
Reservation Deadline: February 28, 2022

Hosted by Ohio Horseman’s Council Northwest Region
50/50 Raffle & Silent Auction

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Please reserve meals for the March 12, 2022 meeting lunch @ \$14.00 each

<u>Name</u>	<u>County</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
	Total enclosed	\$ _____

2 ways to RSVP:

1. Email # meal reservations, names, and county chapter by **2/28/2022** to:
NWregionalmentor@ohconline.com and then pay at the door, OR,
2. Mail this form with payment by **2/28/2022** to:
Sharon Smith, 21142 County Road 9, Jenera OH 45841
Please make checks payable to: **Northwest Region OHC**