



Guidelines & Checklist for Hosting State OHC Meetings

(Revised: 3-12-2023)

Document owner: State OHC Directors

Guidelines for Hosting State OHC Meetings

1. Select meal and determine pricing from menus with Elks Club caterer.
 - Contact: Ben Brandon (740) 252-0233
 - Create flyer with information about the meeting, meal reservations, and the OHC 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. *Use Sample flyer at end of this document. Please use this same format for consistency. Membership chair can assist with the file.*
2. Handle meal reservations.
 - Ten days prior to meeting, notify caterer of meal count.
3. 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
4. Handle check-in on the day of the meeting: sign in all attendees, provide meal tickets for paid meals (prepaid or paid at door)
5. Give sign-in sheets to State OHC Secretary
6. Pay caterer for meals with check

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
1	Meal Plan Contact: Ben Brandon (740) 252-0233
	Facility Use Contact: Ray Rector, Elks Club @ 740-345-7315
	Note: Caterer provides the meals, eating utensils
	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, Snacks, Drinks, Misc Hosting Region supplies the following:
	Cookies
	Cake
	Pie
	Chips
	Snacks
	Misc soda, cooler for ice (ice available at Elks)
	Coffee pot, coffee and filters
	Hot water for tea
	Tea bags
	Sweetners
	Creamer
	Trash bags
	Dinner plates, silverware for dessert table
	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 (check made payable to caterer)
6	Follow Up by Reconciliation with chapters (funds & sale of items)
	Host Region Lessons learned

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**