

S W F Rotary Meeting

Booking in Process

Dear Rotarian,

We feel that due to not meeting as a group for a long period of time due to the pandemic & the subsequent lockdowns, with the restrictions on meetings we all needed a reminder of how this should work.

Now that we have a new home in The Eatery, it would be helpful to us all, also beneficial to our Dinner Secretary & the new venue to lay out the procedures, so it is a smooth transition back to some kind of normality.

ATTENDANCE/APOLOGIES: No later than 7 days before. Earlier the better, if you can manage this please.

Booking in: Go to Events page, scroll to date of meeting now enter password (save to Google, helps) at your name. Then tick Yes or No.

Guests coming with you: Name if possible & how many.

Enter your Meal Selections then push save. That's it done.

If you need to alter at a later date call or email T.T.& ASK HIM TO CONFIRM. (Terry will not know you are on holiday if you mentioned it sometime ago, filling in the sheets is paramount please.

LATE APOLOGIES DEADLINE: Sunday before meeting 17.00hrs. (5.00PM)

L.O.A. Formally to President who informs Diner Sec. & Hon. Treasurer of leave of absence timescale.

Cont'd.

2).

PAYMENTS: To Hon Treasurer in the new way.

By bank transfer @ £16.00 per head, at the same time as booking in would be very helpful.

On arrival after ordering refreshments & social greetings, see Diner Sec. for your 2 meal selection labels to place in front of your place setting when taking your seat.

We hope this will greatly assist the servers in their endeavours to serve us. Labels will be collected from you later in the meeting.

Thank you for taking the time to read this, please keep it as a reminder & to enhance the meetings we all now are enjoying, long may it continue as we grow in number, fellowship & serving the community.

Yours in Rotary.

President: Mick Vice President: John

Hon. Treasurer: Don Dinner Secretary: Terry