

Welhat U3A Committee Schedule - draft

Month	Events	Groups	Other
January	Provisionally book Christmas lunch venue Notify Newsletter with info on July Garden Party		Provide BM and Ludwick with new programme
February		Send out request for presence at Meet the Groups	Book Verulam for summer New Members' meeting
March		Confirm requirements for MTG with GLs Provide lay out plan for Ludwick for MTG	Confirm dates for meetings/events for forthcoming year Copy deadline for NL
April	Confirm with deposit Christmas lunch venue Prepare notice of garden party		Provide BM and Ludwick with new programme Confirm GP date with BM
May		Confirm Verulam date for GLs lunch in September	
June		Send out preliminary notice re GLs lunch	Book Verulam for autumn New Members' meeting
July			
August			Copy deadline for NL
September	Advertise Christmas lunch on notice board, announcements, newsletter etc with all the details Print lunch tickets Print table booking forms and booking menu lists	Reminder re GLs lunch and request for those attending Book food	Provide BM and Ludwick with new programme
October	Take bookings with payments and menu choice for Christmas lunch. Pay money to treasurer Print notice and information on Christmas party	Check with relevant groups re presence at the art/photography exhibition	
November	Contact Christmas lunch venue with final numbers, breakdown of menu requirements Arrange balance of payment to venue. Print tale plan for display at venue		Provide Ludwick with lay out plan for Art/photography exhibition Book Verulam for spring New Members' meeting
December	Complete checklist of requirements for Christmas party		Remind Ludwick of chair plan for party Copy deadline for NL