

Summary of Luncheon Committee Meeting  
At Admiral Kidd Club, Tuesday, 31 January 2017

Committee Members: Marirose Kozak, Dottie Hughes, Janet Gushue, Chuck Stone and Admiral Kidd Club Catering Manager Nancy Watson-Leone

Purpose: Plan a Class Lunch for 400 at Admiral Kidd Club at noon on Friday, 26 October 2018 to include Lunch, Class Meeting and Superintendent's and CAE Director's Talks.

PRE-LUNCH ACTIVITY

Lunch will follow the 10:00 a.m. Memorial Service at Fort Rosecrans National Cemetery. Additional time may be needed for handicapped persons to get on and off the buses, and up the two small elevators, so lunch may not start until 12:30. Club may be able to provide Navy base personnel to assist the handicapped. Lunch is estimated to last 2 hours. Event must be over by 3 p.m.

Committee's Question: Where can classmates socialize while waiting for everyone to get to the dining room? Club's suggestion: two no host bars can be set up both in and near the dining area (one on the deck overlooking the bay, if nice weather) where classmates can order beverages and socialize. Bar tenders (current) rate: \$50.00/hour with a two-hour minimum. Club suggests four bartenders for a total cost of \$400. Hors d'oeuvres will not be served. Questions? Suggestions?

SEATING ARRANGEMENT FOR 400

Club suggests 50 tables of 8 persons each with open seating so guests may sit wherever they wish. Tables will feature white china plates and white tablecloths accented by blue and gold napkins. Table centerpieces: can the centerpieces that were used at Thursday night's dinner also be used at the lunch? Questions? Suggestions?

LUNCH MENU

Due to the large number of people, club suggests a served lunch (referred to as a "Full Service" lunch) as more convenient than a buffet. Lunch menu features sandwiches, salads, a vegetarian dish, rolls, assorted mini desserts, water, coffee and tea. However, the club does not set final menus until three months before an event. Based on the Manager's presumed 2018 price, the cost will be \$33PP. Cost includes coffee, tea and 19% tip (no tax).  $\$33 \times 400 = \$13,200$ . Questions? Suggestions?

WELCOMING REMARKS/GRACE BEFORE LUNCH/PROGRAM/CLOSING REMARKS

Committee suggests a Moderator provide the opening remarks and introduce the Pastor to say grace. The main part of the program features the Class Meeting, the Superintendent's (or Commandant's) and CAE Director's talks. Committee suggests a "Head Table" for these guests. However, the Lunch Committee is not in charge of the contents of the program. Cost of microphone and podium, \$40; two drop down screens, \$150. Four service flags are complimentary. Is any other equipment needed? Questions? Suggestions?

