



Organising Events Guide

The Supper Club
c/o 12 Druid Stoke Avenue,
Stoke Bishop
Bristol
BS9 1DD

EVENTS

Most events are at restaurants. The programme is coordinated by the Committee and circulated to members monthly. The frequency of events (no more than one per week) depends on the availability of members to organise them. All members who have been in the Club for more than 12 months are expected to organise at least one event each year. The Club will subsidise organisers' meals to the extent of £10 per event.

GUIDANCE FOR ORGANISERS

Where to go, and when

Choose somewhere you like or would like to try, it's entirely up to you. City centre restaurants tend to be more expensive and are busy on Friday and Saturday evenings but may have special offers during the week. Sunday lunch offers the possibility of combining it with an optional walk. Avoid restaurants that want a deposit and be wary of those that have two sittings.

Booking

1. Let the committee know when renewing membership which week you want to do something.
2. Book a table for 8 people, in your name, well before the 15th of the preceding month. Check whether the restaurant takes credit cards.
3. By the 15th of the preceding month give the committee the following details:
 - The name and address of the restaurant
 - The date and time
 - Say how people will pay (see below). If option 1, give the price and what this covers. If options 2 give typical prices from the menu.
 - A brief description of the menu and venue
 - Any limitation on numbers
4. Confirm numbers to the restaurant a couple of days before the meal
5. If you have to cancel, tell people and the restaurant as soon as possible. Return or destroy all cheques.

Numbers

Establish if the restaurant has any limit on table size. Accept people on a first come first served basis. Cancel if there are fewer than 4 people 3 days before the event. More than 10 makes the group unwieldy.

How to pay?

The main requirement is that the money collected should cover the bill without making a profit. You should not be personally out of pocket.

Paying can be a source of angst, but problems can be avoided if it is thought through and everyone knows what is expected. Options are:

1. People pay up front – you estimate an average cost which everyone pays when booking. If the final bill is different from your estimate split the difference equally amongst those present. This option is easier on the night but can cause grumpiness if your estimate is way out or menu prices vary widely. If someone has had a markedly more expensive dish, ask them to pay more. See below regarding drinks.
2. People pay a deposit on booking and the balance of their bill on the night. You pay the bill but everyone reimburses you for what they have had. This makes booking easy but is much more hassle for you on the night. It is impracticable with large groups (< 8). Problems sorting out who-pays-what can spoil a meal.

If someone cancels before a meal, destroy their cheque unless expense has been incurred on their behalf (this should be made clear in advance). No-shows without cancellation are not refunded.



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Potential pitfalls

- Drinks are expensive and people vary in what they want. Possible ways round it are:
 - Include a stated number of glasses of wine (or none) in the basic price and spread the cost of any extra bottles among those who want them. Make this clear.
 - Order wine by the glass. This is expensive but may be the best option if only one or two people want wine.
 - Choose a “bring your own restaurant” (BYO) restaurant. This significantly reduces the cost of a meal.
 - Always ask people to pay for pre-dinner drinks separately.
 - Choose the house wine and expect 6 glasses per bottle. Don’t fill huge glasses to the brim.
- Shared extras (bottled water, bread, nibbles, etc). Staff will offer these but they quickly add up and it’s best to avoid them. Ask for a jug of iced tap water.
- Tipping. Check beforehand whether a service charge will be added. If not, leave 10% (unless service has been really bad). Include the tip in your estimate and when reckoning up.
- Forgetting to allow for your own contribution

On the night

- Relax – you want to enjoy the meal.
- Remember to take means to pay.
- Arrive 15 minutes early and tell the staff that people may ask for the Supper Club.
- Sit where you can see people arriving and can attract the staff’s attention,
- Introduce people to each other as they arrive
- Remind everyone how the bill will be settled and what it covers.
- Coordinate all orders. Ask for the bill when ordering coffee etc. to avoid delays.
- Pay the bill and sort out any difference with people before they leave.

Afterwards

Send a summary sheet (you will receive this) plus any cheques made out to the Supper Club to the Treasurer who will then send you a cheque for the amount you are owed.

