



## **TANGENT REGIONAL LUNCH GUIDELINES**

There are seven Tangent Regional Lunches organised in the year – Midlands, Irish, Welsh, Northern, Scottish, South West and South East. Tangent Clubs within the region voluntarily offer to organise an event, generally a year in advance.

The National Executive all try to attend the Regional Lunches, and will generally arrive the day before to have an Executive meeting. The local Tangent Club is asked to organise a lunch and a suitable meeting room on the day before the Regional Lunch and to home host the 8 members of the Executive. This saves the Association costs in meeting rooms and accommodation.

### **1. National Executive meeting and home hosting**

National Executive meetings are usually held on the Friday prior to each Regional Luncheon (except Irish). It is hoped that a club member will offer the use of a room in their home for the Executive meeting.

The Executive travel in pairs if possible, but please expect up to eight cars; the meetings are usually fully attended so expect eight people. The National Executive will arrive from 11.30am for a cup of tea and introductions. The meeting should start at 12noon with a break for a light lunch at 1pm, and run to approximately 5pm. A cup of tea is welcomed about mid-way during the afternoon. Whenever possible we ask that the room where the meeting is held is private e.g. not an open plan kitchen/dining room.

#### *Home Hosting:*

It is hoped that some of your Club members will be able to provide members of the Executive with overnight accommodation within their homes. The National Sales Officer will need secure off-road parking for her vehicle and we like individual beds please, but are happy to share rooms!

The meeting is followed by an informal evening with the Host Club, who decide the format. This could be a barbeque (in the summer), a buffet supper or if preferred, due to the early start on the Saturday, a quiet dinner at home with the individual hosts for the evening.

A contribution of £25 per Exec member attending will be sent to the host Club by the National Treasurer towards any overheads incurred on the Friday lunchtime, evening hospitality and home hosting. Please do not exceed this amount as it makes it very awkward for everyone on the day if a restaurant bill needs to be split. If any of the Exec are unfortunately unable to attend the £25 should be returned to the Exec.



## 2. Regional lunch organisation

These guidelines are compiled to help you organise your lunch. They are not meant to dictate – each club is free to decide their own format. If you need to discuss any point please contact the Exec Administrator who is the Lunch Co-ordinator on the National Executive.

An interest free loan is available from the Association Treasurer. This can be in the form of a cheque payable to your lunch account or as a deposit to your chosen venue (not a personal cheque). The loan should be repaid as soon as possible but in all cases within the month following the event. If not already sent, please enclose a copy of your draft budget with your loan request – the loan cannot be paid until this is provided.

Due to the large amount of money involved you are required to open a separate bank account for your lunch. Record all bookings and bank cheques as soon as practicable. All expenses should be paid by cheque and supported by receipts. Once all expenses have been accounted for please forward a copy of your finalised account to the National Treasurer. The aim is for the event to break-even but the Association undertakes to cover any reasonable, unfortunate deficit but in the same way any surplus funds are to be paid to the Association. It is general practice that any profit from a Regional lunch will go to the President's charity.

Please bear in mind that Tangent members appreciate a pleasant venue with good food, a speaker and the chance to meet old friends and maybe make new ones. They do not expect much more, so cut out any extravagance that may add to the cost. You should write a short article selling your lunch for the magazine and website.

## 3. Dates

Detailed below are guidelines but they are flexible, with Executive agreement.

MIDLAND	-	LAST SATURDAY IN FEBRUARY
IRISH	-	MARCH
WELSH	-	MID SATURDAY IN MAY (AVOID NALC NAGM)
NORTHERN	-	SATURDAY IN MID-END JUNE
SCOTTISH	-	FIRST SATURDAY IN SEPTEMBER
SOUTH WEST-		SATURDAY IN EARLY OCTOBER
SOUTH EAST-		SECOND SATURDAY IN NOVEMBER BUT NOT 11 <sup>TH</sup>



Details to be sent to the National Executive Administrator as soon as decisions have been made to allow for the Website to be updated and also advertised in the Magazine. Lunch organisers should provide an invitational piece and a booking form for the website, for Tangent members to print off and book, to include all contact details and methods of payment.

#### **4. Speaker/Entertainment**

Direct contact is usually cheaper than an Agency. Consider seriously the numbers of Ladies who will likely wish to hear your Speaker which will have a bearing on the following!

Please advise the National President in advance in what capacity you wish her to speak (e.g propose Toast to NATC or respond to Toast to NATC etc).

#### **5. Venue**

Choose the venue most suitable for the numbers you expect to attend

Room for pre-lunch reception, sales tables and bar. Tea, coffee and drinks to be on sale before the lunch

Cloakroom may be necessary in inclement weather

Parking - plenty of spaces available

Wine ordering – where/what/how

Tables should seat approximately 10 guests, which should include a host club member

Photography area available if desired

Timing is important and ensure the venue has sufficient staff to allow for the numbers that you expect to attend – this may be influenced by Speaker, especially if well known. You should aim to finish around 4.30pm to allow for those travelling a distance home.

Will the venue provide discount rates for anyone wishing to stay overnight if appropriate?

Health & Safety - see notes for important information for you and the venue.



## 6. Catering

Keep cost in mind but please remember a vegetarian option will also be required and also other special dietary requirements – eg gluten free, dairy free.

Discuss with venue adequate staffing for coffee, lunch and bar as timing is important.

Will you provide a glass of wine or juice alternative in the ticket price?

Remind caterers water and glasses to be provided as a matter of course on tables.

## 7. Ticket price

Always consider the following

- a) Speaker (and their meal)
- b) Room hire (often waived if booking other hotel facilities)
- c) Coffee on arrival – not necessarily included in cost.
- d) Meal/wine/soft drink
- e) Table decorations – provided by club
- f) Production of menus/tickets/place names
- g) The National Treasurer will pay for the tickets of all members of the Exec - including the National President.

## 8. Allocation of tickets

The Exec recommend that tickets are allocated on a first come first served basis

It is customary to invite the 41 Club, LC and RT National Presidents to one of the Regional Lunches during their Presidential term of office (of their choice). The Tangent National Secretary will let you know as soon as possible if a National President is attending your event. There will be no cost involved to you – the cost will be met by the Association. However please be aware that the President may want to bring short greetings from their Association.

If you are sending out tickets then you must ask for a SAE as cost will be prohibitive for you without! It is not necessary to send out tickets, as long as you confirm with the clubs that you have received their application forms by email. Advise them of directions to the venue if necessary.



## 9. Sales tables

There should be an area where the welcome/coffee is served and sales tables can be situated. There will be a need for a table for the sale of Tangent branded items, Regalia Items and/or general sales and the Host Club should provide volunteer cover for the extent of the lunch period to help with the sales table (2 volunteers would be appreciated). The President may have their own shop items needing another sales table.

You are free to have other sales tables and to invite who you wish – a local artisan who would be popular with the ladies perhaps; commission of ~10% is usually given to the National Presidents' charity.

## 10. Early day planning

Please remember to inform the Association insurance company about the event and provide a copy of your email to the Treasurer.

*Table Plan:* Seat approximately 10 guests to a table, which should include a host club member. Members of the Executive, except the National President, prefer to be away from the top table and join members around the room; it is a chance to meet more members of clubs. If the Vice President is not seated on Top Table it would be appreciated if it is possible for her to sit with the following year's organising committee. The Table Plan should be displayed in a prominent position outside the Dining Room.

*Place Names:* These are optional in accordance with the Table Plan. It has become popular to include names/Clubs on the menus provided.

*Friendship Candles:* Two candles plus flowers for the Candelabra to be provided by the Host Club.

*Lectern, Candelabra, Gavel and Block, Battery candles* and Tangent promotional pull-up banners can be provided by the National Vice-President prior to the Friday Executive meeting, if requested in advance.

Regalia photos are available from the Vice-President if required

*MC:* A good Master of Ceremonies is required, possibly a Club Member.

*Roll Call:* Each club present to be mentioned by name and number and Past National Officers are usually mentioned by name, office held and year/s of office. Ladies from clubs that are no longer affiliated to the National Association are not to be introduced by their club name but as guests.



Keep a record of the number of attendees and clubs as this would be useful for organisers of future lunches. Provide a list of clubs to the Executive Administrator the week before the Lunch.

*Microphones:* These may be needed for Top Table especially if a large or high-ceilinged room.

*Photographer* for group photos if required. This is optional and does not need a professional.

## 11. On the Day

The Host Club welcomes the guests. Ensure guests are shown to the correct place, coffee is organised and the wine-ordering process is straight-forward. Remember at the start of proceedings to ask all attendees to switch off or silence their mobile phones, at the time of announcing the Health & Safety requirements.

The Club Chairman and the NATC President each light a Friendship Candle – please use long stemmed matches from the Vice President who is also able to supply battery candles if this is a Health and Safety issue. Please organise the Top Table line-up and escort into the Dining Room in seating plan order. Allocate someone to take photos especially for the Magazine. Organise a Comfort break at a suitable time. Allocate time for next year's club to 'sell' their lunch towards the end of the proceedings.

## 12. Health and safety

The hosting club, as organisers, have a duty of care to provide for safety at an event. It is recommended that a safety officer be appointed to consider the health and safety of everyone involved.

Inappropriate behaviour should be avoided. In today's litigious world, failure to have considered Health & Safety issues could negate any insurance claim, for example standing on chairs might result in self-inflicted injuries; any such incidents would not be covered by insurance. You as organisers must ensure Health & Safety rules are followed and no behaviour is likely to cause the venue any concern or bring the National Association of Tangent Club's name into disrepute - see page 12 of the Tangent Directory.

- The Safety Officer should make a **risk assessment**. This is an examination of what could cause harm to people
- They should assess if any hazard is significant and whether the organisers have taken satisfactory precautions to help prevent injury to people



- A hotel will have their own Health and Safety policy, which will be developed to protect their own employees. Ask to see this and check that the hotel adheres to the policy. Speak to the manager if you have any concerns.
- Instructions on how to evacuate the building in an emergency should be announced or an information video may be used. This announcement is the responsibility of the organisers of the event, please ensure this is done
- The Safety Officer should check for any hazards at the commencement of the event and if necessary report any hazards to the management
- Please ensure that the management take your concerns seriously and act upon any hazard you report.
- Keep written evidence of your Health and Safety checks and Risk Assessment. Should anyone be injured evidence of due diligence will be invaluable.

### **13. After the lunch**

A report with photographs should be sent to the Editor for inclusion in the Magazine and the Website. A copy of the closing accounts to be sent to the National Treasurer with any loans returned within a month.

### **And finally.....**

If possible, try to attend a few other Lunches during the planning stage and be prepared to make a short presentation at the Regional Lunch the year prior to your own. Every lunch is different – there is no wrong way to do this, only different.

The National Executive very much appreciate that a considerable amount of hard work goes into these events, so please remember that if you have any problems do not hesitate to contact the Executive Lunch Co-ordinator or any member of the National Executive. WE ARE ALWAYS HERE TO HELP.

Any questions should be directed to Jilly King, our Executive Administrator who is the Lunch Co-ordinator ([admin@tangent-clubs.org](mailto:admin@tangent-clubs.org)), or to your regional contact.



## SUGGESTED SCHEDULE OF EVENTS

<p><b>Reception:</b></p>	<p>Tangent Members and guests (Not Top Table) take their seats</p>
<p><b>Entrance of Top Table:</b></p>	<p>MC: 'Please be upstanding for National President, etc.' Top Table sit followed by membership</p>
<p><b>Welcome, Introduction of Top Table and Lighting of Candles of Friendship:</b></p>	<p>MC will introduce Chairman of Host Club. She will welcome guests and invite the National President to light the Candles of Friendship (with long-stemmed matches) or turn on Electric Candle</p>
<p><b>Tangent Grace:</b></p>	<p>MC will introduce whoever is saying Grace and ask everyone to be upstanding</p>
<p><b>Lunch is Served</b></p>	
<p><b>Loyal Toast:</b></p>	<p>Just before coffee is served, the MC will introduce whoever is to give the Loyal Toast. A short interval should then be announced and a time given when everyone is required to be back at the tables for the Roll Call</p>



<p><b>Roll Call:</b></p>	<p>MC will introduce whoever is to give the Roll Call. This is usually organised in groups with each being asked to stand. It is usual to introduce current Executive members present and any Past National Officers attending, stating their post and year/s of service.</p>
<p><b>Toast to NATC:</b></p>	<p>MC will introduce whoever is giving the Toast to NATC</p>
<p><b>Response on behalf of NATC:</b></p>	<p>MC will introduce National President or her representative to give the response</p>
<p><b>Introduction of Guest Speaker:</b></p>	<p>Introduced by MC</p>
<p><b>Vote of Thanks/Raffle:</b></p>	<p>MC will introduce whoever is to give the Vote of Thanks. Raffle drawn.</p>
<p><b>Next Year's Lunch:</b></p>	<p>Announcement is made by the Club hosting the following year</p>
<p><b>Farewell:</b></p>	<p>MC will introduce Host Chairman who will bid us farewell</p>