RIMS xxx CHAPTER

CHAPTER RECEPTION AT ANNUAL SOCIETY CONFERENCE

**Background**: The xxx Chapter has been hosting a dinner/reception on the day before the Annual Society Conference (“Conference”) closes for our members. In the early days the Chapter would host a dinner, but now we host a reception instead. The attendance to the dinner became so popular that locating a large enough venue and the cost of the dinner became cost prohibitive. The Chapter gets between 50-70 members attending from our Chapter. Spouses or significant other are also welcome. Friends of the Chapter and RIMS staff are also invited to attend. The Chapter also has two (2) universities within its boundaries with RMI programs, who are also invited. The Chapter budgets $xx,000 and usually two (2) of our Associate member companies help defray the cost.

The Chapter also allows alcoholic beverages to be consumed by those in attendance. The guidelines on beverages is set with the establishment prior to the event. We have not experienced anyone abusing the alcoholic beverages provided at our events.

This is a great event that allows our members to network. We find that we meet members of our Chapter that we don’t see at our monthly member meetings. It’s an opportunity to talk up the Chapter and invite them to attend our monthly meetings and events.

**Process**: A member of the Chapter Board is tasked with the assignment of finding a venue and picking the menu (heavy hors d’oeuvres) for the reception. They try to find a venue close to the convention center, if possible, to make it easier for our members to walk there. They will usually reach out to the RIMS Chapter for that city to get recommendations. Once the venue is chosen the Chapter treasurer issues a down payment to hold the facility.

The Chapter Administrator then send out an email with a link to register for the event. Even though there is no cost to our attendees we require a count for the food.