

Hostess Guidelines

Updated May 2024

The following are basic guidelines to assist all hostesses of London Newcomers Club activities. Each activity may have a few additional responsibilities that are particular to that specific activity.

RSVPs

1. Take RSVPs for your session of the activity following the publication of the newsletter.
2. Respond to all RSVPs so that the member knows that her request has been received and whether she can be accommodated that month.
3. Participation in activities is based on "first come/first served".
4. If the activity is full, ask the member if she would like to go onto a waiting list. The waiting list order is based on the order in which the requests come in.
5. Reference the latest membership list to validate that the person is an active member. If the person is not on the list, you are to contact the Convenors Coordinator or Membership Coordinator.
6. Once a member has signed up for an activity, she cannot be removed unless she requests to be removed, or if there are extenuating circumstances that the London Newcomers Executive has approved.
7. In case of cancellations, contact the next name on your waiting list.
8. Contact the activity convenor if you have reached capacity and have a waiting list. She may attempt to find another hostess.
9. If multiple hostesses are involved on the same day, work with each other to evenly split people up. You can do this based on geographic proximity. This also ensures that members have not signed up for more than one location.
10. Send a reminder to your list of attendees a few days prior to the activity.

Refreshments

1. Provide beverages such as water, tea and coffee.
2. Snacks are optional and at your discretion. We encourage you to keep it light and simple. Bear in mind that for many activities people will have lunch before attending.

Note: You may be unable to host in your home but can aid those that are hosting. An offer to help with refreshments, set up or clean up would be appreciated.