

About BCVV Events (Rev. 1)

(the Details)

Responses and Reservations

BCVV members are expected to respond to every invitation by the RSVP date whether or not attending. If no RSVP date is stated, use five days before the event. Everyone who wants to attend needs a reservation. Invitation (RSVP) responses can be conveyed several ways: the [RSVP Response](#) form on the website, email, or phone. Your invitation will show response options for the event. If you change your reservation after responding, resubmit your response. The last response received is valid. We recommend that you include a message saying that you changed your response. The event host confirms your reservations. Contact the host if you decide to attend after the RSVP deadline or you did not get a confirmation by that deadline. Also see **Reservation Changes and Cancellations**.

Badges

We use name badges to identify current members, guests, and Co-chairs. In order to be admitted you need a name badge and you need to pay the event fee to get one. Badges are available for members and their guests whose names appear on the reservation list. Please wear your badge prominently and return your badge to a Co-chair before you leave.

Member Seating

Co-chairs control seating. Generally, members with reservations find their own seats after getting their badges. Members without reservations must wait until ten (10) minutes past the event start time before they can be seated. Don't arrive more than a half hour early so that patrons can finish their meals, the staff can finish setting up, and we can be ready to receive you.

The Head Table is Reserved

The "head table" is marked RESERVED and is for those who work together to provide the event program and administration. Among them are the invited guest (speaker or entertainer), hosts and co-hosts, and Co-chairs, along with colleagues, spouses, and friends who accompany them. *Seats at the head table may appear vacant early on because Co-chairs and hosts are performing administrative tasks elsewhere.* If you have problems finding seats, ask a Co-chair for help.

Hosts

Please respect hosts and Co-chairs. At the event, Co-chairs are busy managing and tending to arriving members and working with the venue staff. Hosts primarily attend to invited guest(s). Before the event, hosts take reservations and compile a list that is given to the Co-chairs, who process arriving members at the event. Make your reservation well before the RSVP date and leave time for confirmation. Do not come late or without a reservation and demand special treatment. If you need to cancel, let the host know ASAP. *Hosts may not be available just before an event. Plan accordingly.*

Special Needs

Make sure your host knows if you have special medical devices such as a wheel chair or breathing apparatus, or if you need special seating accommodations. We will do our best to accommodate you. If you have special dietary needs, call the restaurant.

If We Need to Cancel or Change a Meeting...

We will do our best to notify you by phone if there's a last minute cancellation or change of venue. (Make certain we have current phone or email information). Cancellations and changes will be prominently posted on the [BCVV website](#). Check before leaving home.

Reservation Changes and Cancellations

We need to give the restaurant a head count, and also prepare badges for those who are coming. Always let your host know ASAP if you are canceling, if someone in your party won't be attending, or if you want to add a guest. Make changes using appropriate response methods stated in the invitation, and be sure to state that this is a change. For changes after the deadline, contact the host by email or phone ASAP.

Event Fees

There is a nominal event fee (normally \$2 each) when you get your badge. This fee helps pay for the invited guests' meals. Guests order off the menu just like we do. The event fees may or may not cover the cost.

The "Kitty"

Any event fee surpluses, are added to a "kitty" managed by the co-chairs. The kitty hedges against future event deficits. In December, the event fee and the kitty help cover the annual Holiday Party expenses.

Gratuities

Your event fee does not include tips. Our venues provide separate checks. Was a tip included in your check? If not, leave a 15% to 20% tip. Leave more if the service was great or if you required more service than the typical patron.

Courtesy

Good venues that are willing to work with us are hard to find. Sometimes venue managers don't always provide all the staff we need for our group, so don't take your displeasure out on a server who may be overworked. We want the staff to welcome us back as valued patrons and we want to enjoy a good working relationship. So be courteous, tip generously, and if you have a complaint, let a co-chair know and we'll discuss the issue with venue management at an appropriate time.

FYI

Co-chairs work without any compensation. They pay event fees and get no special discounts or perks other than what is available to you. If you find special deals in ads or on-line, call to find out if the venue will honor them at our event.