

Special Events Manager

Unit 526 typically holds four special events throughout the year. They are: the Valentines Potluck at our first game in February, the Election Party at our first game in June, the Halloween Potluck at our second game in October, and a Holiday Party at our first game in December.

The Special Events Manager has the following duties:

Valentine's Potluck and Halloween Potluck

1. Publish information about the event.
2. Arrange for a main dish to be provided by the Unit

Election Party

1. Publish information about the event
2. Arrange for the catering of the event

Holiday Party

1. Publish information about the event
2. Secure a site for the event and arrange meal selections. These should be submitted to the Board for approval.
3. Prepare the site for the Bridge game and make all necessary arrangements for bridge supplies, including tables and chairs and room layout.