



## Position Description

**Position Title        SOCIAL COMMITTEE**  
**Out of Town Theatre & Events**

### Position Description - general

Organize out of town theatre and other event outings so members may enjoy an affordable social experience and group discounts at theatre venues (i.e. Mirvish Productions in Toronto) and other venues such as destination tours. Usually planned as day trips within a three hour maximum driving distance from Cobourg.

Work with a) Organizer of Local events and b) Social convenor to ensure that special events and activities are spread throughout the year. The goal is to offer out of town events 3 – 4 times per year.

### Position Duties

1. Research out of town theatre events and destination tours of potential interest.
2. Contact venue and confirm minimum number for group discount.
3. Confirm date when final payment and return of unneeded tickets are due (usually 6 weeks to 1 month prior to event)
4. Obtain quote for coach travel if needed.
5. Establish per person budget for meal option (Box lunch on bus or restaurant stop at destination)
6. Set price (base on participation rate of 35 people)
  - a. group ticket rate (including booking service fee and taxes)
  - b. Coach transportation (including driver tip – usually \$100)
  - c. meal (incl service tip (18%) and taxes (13%)+ snacks and drinks on bus.
  - d. small fee to cover PROBUS banking charges
7. Promote event in person at meeting 3 months in advance and gauge interest level. Out of town events involving coach transportation may require a sign up of 40 people. Self drive events can be lower.
8. Once appropriate level of interest is established purchase tickets and confirm coach and restaurant booking
9. Promote at each PROBUS meeting and in ProBuzz
10. Have sign-up sheets available at meetings as soon as tickets have been purchased and at least 2 months prior to event
11. Ask for volunteers to assist with sign-ups, especially when more than one event is planned.
12. Provide cheques to Treasurer on an on-going basis.
13. Design your seating plan and distribute tickets at one or two meetings prior.
14. Pay for event, meal and miscellaneous snacks with your personal credit card, (or cash for misc. items)
15. Provide expense claim with receipts to obtain reimbursement from treasurer.
16. Coach payment is usually made by PROBUS cheque to driver at time of passenger pick up. Driver tip is provided in cash at same time.

17. Arrange write-up in ProBuzz as follow-up.

**Date last updated**

**February 2020**

**TIPS:**

1. Events costed at +\$200.00 per person will be less attractive.
2. January – March events attract lower participation levels due to snowbird absences.
3. Ensure at least 2 PROBUS meetings are occurring once ticket sales start and before final payment date to venue. (December timing is difficult!)