



**Description:** Do you know a chef who could create a special meal for the Guild? The Supper Club is one of CGNE's most popular signature events. Do you have a restaurant you'd like to try? Supper Clubs allow our members to try interesting restaurants, meet the chefs, and get the "behind the scenes" perspective. We will help promote the restaurant through our website and social media in exchange for a more intimate experience in one of these restaurants. We try to find restaurants that will give our members a little extra – something they couldn't get if they went to the restaurant on their own.

## How to Arrange or Plan a Supper Club

1. Identify a restaurant for lunch, dinner or even brunch.
2. CGNE has an introductory letter (attached) that you can send, use in an email, or use for planning. We can pair you with a program committee member to help you through this process.
3. Contact the owner/chef and discuss a date, menu, pricing and capacity.
4. Menu: usually a 3 course menu with limited choices of appetizer/entrée/dessert; possibly gluten free or vegetarian.
5. Pricing: we prefer a priced fixe menu including food, tax and all gratuities. Beverages are usually not included in this fixed price unless it's a special situation.
6. Confirm date with Program Committee prior to committing with restaurant. This date should be at least 4 weeks out and 6 weeks in advance if possible.
7. Fill out the CGNE Event Information Form: name and location of restaurant, parking situation, event price, # of diners, whether it is open to non-members, etc. The CGNE event form attached.
8. Contact the Treasurer to discuss Event pricing to members.
9. Determine what type of help you will need before or at the event.
10. Do a brief write-up of event and send it to the Communications Chair at least 3-4 weeks in advance to allow adequate time to publicize. Using the event info form, make sure to include any special info- such as gluten free options available, wine is or is not included, the cancellation/ refund policy, etc.
11. The Communications Chair will include the write up in the newsletter, create a registration link and will have it posted on the website.
12. Do any follow up with restaurant before the event, if necessary.
13. A CGNE program member will collect pictures and do an event write-up for our newsletter, our website and for Facebook.