



EXECUTIVE LE TIP OF WEST LOS ANGELES

LUNCH BUNCH REPORT

(see instructions on other side)

AGENDA:

1. Order beverages and meals.
2. Members introduce themselves and give a 1-minute infomercial on their business.
3. Each member comments on the "Topic of the Month"
4. Ask for comments and suggestions that should be brought before the Board.
5. Network – do business if time allows.

LEADER: _____

LOCATION: _____

DATE HELD: _____

ATTENDED:

Concerns, Complaints, Questions and/or Other Comments you would like the Board to address:

Which members assigned to your Lunch Bunch *did not RSVP* that they would not attend?

Immediately after your scheduled lunch, fax your completed form to.

Thank you.



EXECUTIVE LE TIP OF WEST LOS ANGELES
LUNCH BUNCH LEADER INSTRUCTIONS

(Report form on other side)

Thank you for your participation as a Lunch Bunch Leader! The purpose of the Lunch Bunch program is to give Le Tip members the opportunity to become better acquainted and to form better business relationships. Lunch Bunches are also great places to discuss Le Tip membership concerns. Lunch Bunches are a mandatory requirement for membership in our Le Tip Chapter. These are the rules for Lunch Bunch Leaders:

1. The Leader selects the date, time, and a restaurant that has round tables large enough for 6-9+ people and is quiet enough to be able to talk.
2. Make a reservation with the restaurant for 6-9 people at 12:00 to 12:30 p.m. for 1-½ hours for lunch. If you are having breakfast, then schedule the reservation for 6:30 a.m. Dinner should be scheduled for 6:00 p.m.
3. Notify the Lunch Bunch Coordinator, no later than the 10th of the preceding month with your date, time and location of reservation. The Lunch Bunch schedule will be distributed at the last meeting of the month. It is the Lunch Bunch Leader's responsibility to make sure he or she obtains the schedule.
4. Confirm the reservation the day before and give the total number of guests.
5. Use the other side of this page to record who attends and who fails to notify you that they won't be attending. Also, you can record comments or concerns raised by members or anything else members wish to convey to the Board of Directors.
6. If a member is scheduled for your Lunch Bunch, they must either attend or notify you that he or she will not attend. Please carefully record the names of members who both fail to attend and fail to so notify you.
7. During the Lunch Bunch, each member gives a brief commercial and addresses the topic of the month. Members may also indicate an item that they wish to direct to the Board of Directors.
8. When completed, turn in this report to the Lunch Bunch Coordinator no later than 3 days after your Lunch Bunch or the 28th of the month in which the Lunch Bunch occurred. Either fax or hand in the report at the Friday meeting. **IF YOUR REPORT IS NOT RECEIVED BY THE 28TH OF THE MONTH, YOU WILL BE FINED \$20.00.**
9. Please be familiar with the Lunch Bunch rules.

Lunch Bunch Coordinator:
Jess Perlman, Auto Sales & Leasing
818/764-4118 TEL
818/760-4565 FAX