

Picture Night

Revised July 2014 by Mary Liepins

Picture nights are monthly shows of digital pictures or videos in the Chemekeden, usually presented by members for other members and guests. The subject matter is varied, most often consisting of travel, Club events, or other outdoor activities. They are selected for their interest to the Club's overall membership.

Picture nights are normally held on the second Friday of each month from October through May. In September, there may be a Post Outing Potluck at which pictures from the most recent Outing would be shown. Dates for Picture Night may occasionally vary to fit the schedule or needs of the presenter. Shows start at 7:00 p.m.

Chair Responsibilities

- 1) Enlist one or two members to assist in planning shows, arranging for refreshments, and to substitute when the chair is unable to attend.
- 2) Plan ahead, scheduling shows for the first several months of the year to be submitted in time for the Club's annual Prospectus.
- 3) Write a brief description of each program for the Bulletin and submit it via the "Where and When" form on the Chemeketan Website two months in advance. For example, the write-up for a November show should be submitted by the end of September.
- 4) In securing presenters, determine what resources they need to make a successful presentation, such as projector, speakers or white board. Have a back-up projector bulb in the event of failure. Presenters often bring their own equipment.
- 5) The week before the show, contact the presenter and snack provider to verify that they are prepared and have everything they need.
- 6) During the night of the show:
 - a. Open the Den at 6:30 p.m.
 - b. Plug in the heater, if necessary.
 - c. Unlock the women's restroom.
 - d. Set-up the hot water for tea and coffee. Plug in the hot water in the Den storage room (where the snack supplies are stored). If it is plugged in the Den, you will risk blowing the circuit breaker if the heater is also plugged in to the same circuit.
 - e. Provide cups, spoons, tea, coffee, napkins, sugar, etc., from the snack supply cabinet. Supply fruit juice or other cold drink (usually ½ gallon) with funds from the donation jar.
 - f. Ask for volunteers at each meeting to provide cookies, cake, etc., for future picture nights.
 - g. As needed, purchase goodies with funds from the donation jar. From time to time, ask for donations.

- h. When the show is over, be sure the heater and other appliances are unplugged and put away, lights are off, and doors locked.
- 7) Keep a record of scheduled shows and presenters in a notebook which is conveyed to the next chair.
- 8) Keep track of expenses for long-distance calls and submit reimbursement requests.
- 9) Prepare an end-of-the-year summary report for the Annual Meeting. Submit the report digitally to the President and the Recording Secretary in advance of the meeting; then read and hand in a hard copy at the Meeting.
- 10) Update the job description as necessary.