

# Ford Family Reunion



## Standard Operating Procedure

**Terrance Plummer**  
Chairman  
Board of Directors

**Dianne Nelson**  
Leader District-1  
South, Florida  
- Manage -  
**Scholarship  
Program**  
Co-Manage  
ER Program

**Jimmie Nelson III**  
Leader District-2  
Central Florida  
- Manage -  
**Good Samaritan  
Award**  
Co-Manage  
ER Program

**Tamala Brown**  
Leader District-3  
North, Florida  
- Manage -  
**Administrations**  
Co-Manage  
ER Program

**Deanna Nelson**  
Leader District-4  
West Florida  
- Manage -  
**Suggestions  
Program**  
Co-Manage  
ER Program

**Pamela Walker**  
Leader District-5  
Out of State  
- Manage -  
**Achievement  
Certificate**  
Co-Manage  
ER Program

***"Blessed By The Best , Pass it on"***

***"Courageous Past, Excellent Present, Outstanding Future"***

**-2021-**



*"If you want to go Fast ... **Go Alone**  
If you want to go Far ... **Go Together**"*

Nelson Mandela



**Ford Family Historical and Welfare Association**  
12739 Caron Drive  
Jacksonville, Florida 32258  
Phone-904 262-9424 Fax-904 262-9424



**Ozell Ford**

*Members of the Board of Directors,*

*I have updated the Ford Family Reunion Standard Operating Procedure (FFRSOP) by adding section VII, "Family Emergency Relief Program". It is a handy reference as you transition into your roles as Board of Directors.*

*I strongly emphasize to each of you that the procedures and guidelines herein captures proven practices, from lessons learned over many years. Please become familiar with them; - they work.*

*Still, this document is a work-in-progress. I urge You to strive for an even higher level of proficiency in the way you plan and implement our family reunions and all related activities.*

*In this regard, I challenge you to seek to refine this document in accordance with your collective ideas and by seeking the participation, comments and recommendations from other family members.*

*Sincerely,*

*Ozell Ford*

**Ford Family Reunion**  
**Standard Operating Procedure (FFRSOP):**

**Introduction:** This document establishes a Standard Operating Procedure for programs, activities, and actions relating to the Ford Family Reunions (FFR). The concepts, guidelines, and procedures contained herein are based on proven practices and years of experience. Our family organization structure decentralizes leadership responsibility by establishing four districts within the state of Florida and one additional district for members who live out-of-state. It standardizes FFR sponsorship by establishing a regular rotational procedure. (see section III of this document for details).

**Objective:** The objective of this document is to create structure, ensure continuity and promote consistency for planning, coordinating, and implementing FFR and related programs and activities.

**Content:** This document is sub-divided into six sections as follows:

- **Section I** - explains the process for handling suggestions and recommendations that are submitted by the general membership
- **Section II** -provides guidelines to FFR District Planning Committee (FFRDPC).
- **Section III** – Establishes a standard procedure for rotating sponsorship of FFR.
- **Section IV** – Discusses donations and Awards. Page 8
- **Section V**— Discusses the Ford Family Website Page 9
- **Section VI** — Discusses the Ford Family Scholarship Program Pages 10-12
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- **Section VII** - Discusses Family Emergency Relief Program –page 13

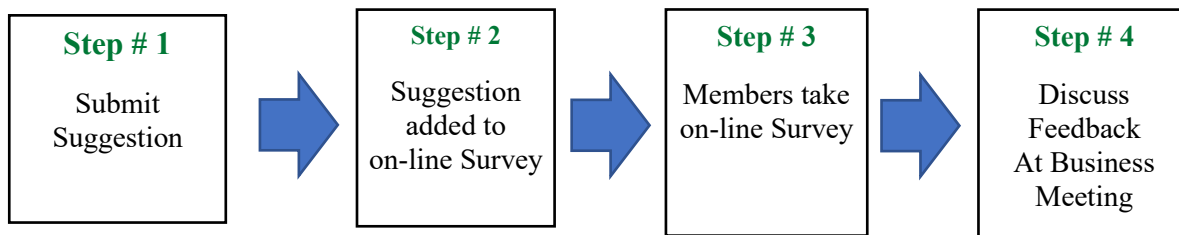
**General:** This document is not all inclusive. In certain cases, issues may arise that will require independent actions. Should this occur, the FFRDL are urged to exercise their best judgment in keeping with the interest of our family and consistent with our ancestral values.

Members are encouraged to submit comments, Suggestions, and recommendations. You should use the “suggestion box” on the family website; [www.ford-family.info](http://www.ford-family.info). You may also mail them to Ford Family Historical & welfare Association, 12739 Caron Drive, Jacksonville, FL 32258

## **Ford Family Reunion Standard Operating Procedure (FFRSOP):**

### **Section I – Suggestion process**

Each family member has a vested interest and an inherent obligation in the continued success of FFR. Our family is blessed with many, talented and innovative members with fresh and exciting ideas. This section explains how to submit your suggestions and ideas. It also establishes a standard four-step process by which suggestions are adopted and implemented. This four-step process is depicted in the diagram below:



Suggestion can be submitted on-line anytime 24/7 at [www.ford-family.info](http://www.ford-family.info). Generally, the suggestions submitted by June 1 will be included in an on-line survey and discussed at the business meeting for the year concerned. The survey will be posted on the family website not later than June 15, each year. Members will have 30 days after it is posted to take the survey. (An email will be sent out as a reminder).

The survey feedback results will be consolidated and discussed at the family business meeting. Normally the survey feedback should show a majority family concurrence before a suggestion will be adopted. Once a suggestion is adopted it will be implemented as soon as practical.

## **Ford Family Reunion Standard Operating Procedure (FFRSOP):**

### **Section II**

#### **Guidelines for FFR District Planning committees (FFRPC)**

This section is primarily designed to aid FFRPC in accomplishing the intricate tasks associated with planning, coordinating and implementing the FFR. The following tasks are covered:

- 1 Planning the agenda
- 2 Selecting lodging, meeting rooms, and banquet facilities
- 3 Selecting Food service
- 4 Managing expenditures, receipts & bill paying
- 5 Selecting Vendors (T-Shirts, other paraphernalia)
- 6 Selecting Themes
- 7 Selecting Guest Speakers

**Planning the Agenda:** Traditionally, the FFR is scheduled annually, the last full weekend in July. The agenda typically runs from Friday afternoon thru Sunday morning. There are three permanent features that must be included on the agenda:

(1) Banquet on Saturday evening, (2) Business Meeting Saturday Morning, and (3) Spiritual service on Sunday morning. The general guidelines relating to these three events are as follows:

- Banquet Program – Although the banquet must always be scheduled on Saturday evening, the content of the program is largely the discretion of the FFRPC, i.e., the theme, the dress and specific activities. (The Good Samaritan Award and scholarship Award presentations are permanent features that must always be on the banquet program)
- The Annual Business Meeting should normally be scheduled 9:00 – 10:00 AM Saturday Morning (or immediately after breakfast).
- Our Sunday Morning Spiritual hour has historically been held in a meeting room at the lodging facility. One of our family ministers (or a guest speaker) usually presides over the service. (The exception is when the reunion is held in Live Oak whereas we attend Queen Chapel Church). One of the advantages of holding the service at the lodging facility is that the collections taken up during the service is placed in the FFR account... to be used for advanced deposits to reserve facilities for the next FFR. However, this practice is not an established permanent feature. Therefore, the FFRPC has the flexibility to abide by this practice or choose to coordinate attendance at a local church. In either case everyone is urged to attend Sunday morning Spiritual service.

The FFRPC has the discretion to determine the other agenda items.

*Section II – Continued*  
**Guidelines for FFR District Planning Committee (FFRPC)**

**Selecting lodging, meeting rooms, and banquet facilities:** *The first question that must be asked when selecting facilities is; are they adequate to accommodate the FFR plans? And the second question; is the cost affordable? The goal is to get the best facilities at the most reasonable cost. This requires shopping around for the best deal.*

*The facilities requirement may vary, depending the FFR plans. Frequently the same facility may be adequate for more than one purpose; for example, the banquet room and meeting room may be the same. Based on our average attendance, our basic facility requirements are:*

- *thirty (25 –30) rooms for lodging.*
- *A banquet room large enough to accommodate 150 (for Saturday evening banquet)*
- *A meeting room large enough to accommodate 100 (for Friday evening reception and Saturday morning business meeting and Sunday morning service).*
- *A small meeting room to be used as an operation center (2 days) Friday & Saturday. (For sign-in, issue T-shirts, etc.).*
- *A location to handle the annual spades contest which is usually held on Friday and Saturday evenings at the conclusion of the primary events. (Should have 4-6 card tables).*

*It is usually more convenient to have the FFR at a hotel that can accommodate all the necessary facilities. However, sometimes the FFRPC may choose to reserve a banquet room at a separate location. This decision is up to the FFRPC. <http://groups.hotelguides.com/> is a good website for researching a hotel for FFR. (See sample copy of first contact letter at Enclosure 3, - page 15)*

*The search for adequate facilities should began as early as possible...at least 8-10 months before the event. The later you wait the lesser the options. Some facilities require an advanced deposit be made 30 - 60 days prior to the event to confirm reservations. There are usually enough fees collected by then to handle the advance deposit. Contact the president for verification; email [ford-family@ford-family.info](mailto:ford-family@ford-family.info) or phone 904 874-4892.*

**Food Service:** *Food service arrangements are at the discretion of the FFRPC. However, here are some suggestions:*

1. *In allocating available funds for food service, the suggested priority is; (1) the banquet; (2) Friday evening event; and (3) Saturday morning breakfast. Consider finding a lodging facility that provides complimentary breakfast as part of the room cost.*
2. *In cases where a banquet room/hall is rented separately from the Lodging facility, it may be necessary to cater the food from an outside vender. (see enclosure 3, page 15, for sample 1st contact letter).*

**Note:** *See enclosure – 2 (page 10) for a sample first contact letter.*

## **Section II – Continued**

### **Guidelines for FFR Planning Committee (FFRPC)**

**Selecting Vendors (T-Shirts, other paraphernalia):** T-Shirts and other paraphernalia can add to the reunion experience. Whether or not to have them is at the discretion of the FFRPC. Historically we have had successful reunions with or without them. When selecting a vender, it is worth shopping around for the best deal because the price range can vary significantly for comparable items. Also the vender should be advised up front that we are an official non-profit organization that is exempt from sales tax. Tax exempt certificates will be provided to the FFRPC.

**Managing expenditures, receipts & bill paying:** For planning purposes the FFRPC will be provided a forecast of the amount of funds available and the number of individuals that will attend the FFR. This forecast is based on previous year trends. It will be helpful for gauging the affordability of certain facilities and Food service.

Receipts or invoices must be obtained for all expenditures. We are a non-profit, tax exempt organization. Receipts are crucial for maintaining records as required by the IRS. All bills (receipts/invoices) will be submitted by the sponsoring FFRPC to the Association President for payment from the FFR checking account. (all donations will be deposited in the association bank account. A list of donors and amounts donated will be provided to FFRPC sponsoring the reunion on a regular bases).

**Selecting Themes:** FFRPC are encouraged to select a theme designed to promote family unity and pride.

**FFR Speakers:** FFRPC will normally arrange for a keynote speaker for the Saturday evening banquet program. At the discretion of the FFRPC there may be other speakers at any other FFR event.

A sample agenda planning chart is at enclosure #2. (page 14)

## Ford Family Reunion Standard Operating Procedure (FFRSOP):

### Section III

#### FFR Sponsorship and Outreach

The purpose of this section is to; (1) establish a standard procedure for rotating FFR sponsorship responsibility and (2) promote a more effective outreach effort. To accomplish these objectives this section creates five districts that corresponds to specific geographic areas. Four of the districts will cover the state of Florida and the fifth district will include all our members that reside outside the State of Florida. The chart below depicts the geographical area of each district.

District	Major Cities	Geographical Areas by county <small>See Organization Chart next page</small>
1. South Florida (FFRD1)	Miami, Ft Lauderdale,	Dade, Monroe, Collier, Broward, Lee, Hendry, Palm Beach, Glades, Martin, Okeechobee, Indian River, St Lucie, Highland
2. Central Florida (FFRD2)	St Petersburg, Tampa Orlando	Pinellas, Hillsborough, Manatee, Sarasota, Desoto, Hardee, Polk, Osceola, Brevard, Orange, Seminole, Lake, Hernando, Sumter, Citrus
3. North Florida (FFRD3)	Jacksonville Daytona	Duval, Nassau, Baker, Union, Bradford, St Johns, Clay, Putnam, Flagler, Volusia Marion, Levy Gilchrest, Union
4. West Florida (FFRD4)	Live Oak, Lake City Gainesville,	Columbia, Suwannee, Hamilton, Madison, Taylor, Jefferson, Leon, Gadsden, Alachua Gulf, Liberty, Calhoun, Jackson, Washington, Holmes, Walton, Okaloosa,
5. Out-of –State (FFRD5)	Home cities of members Home	All members who lives out-of-state.

The primary mission of the districts is, (1) to sponsor FFR on a rotational basis and (2) to reach out to members that live in their district's geographical area on a continual basis.

Each district will elect a District Leader and an Assistant District leader to lead the efforts of the district. Districts will be responsible for nominating its' planning and coordinating team (PCT) Members.

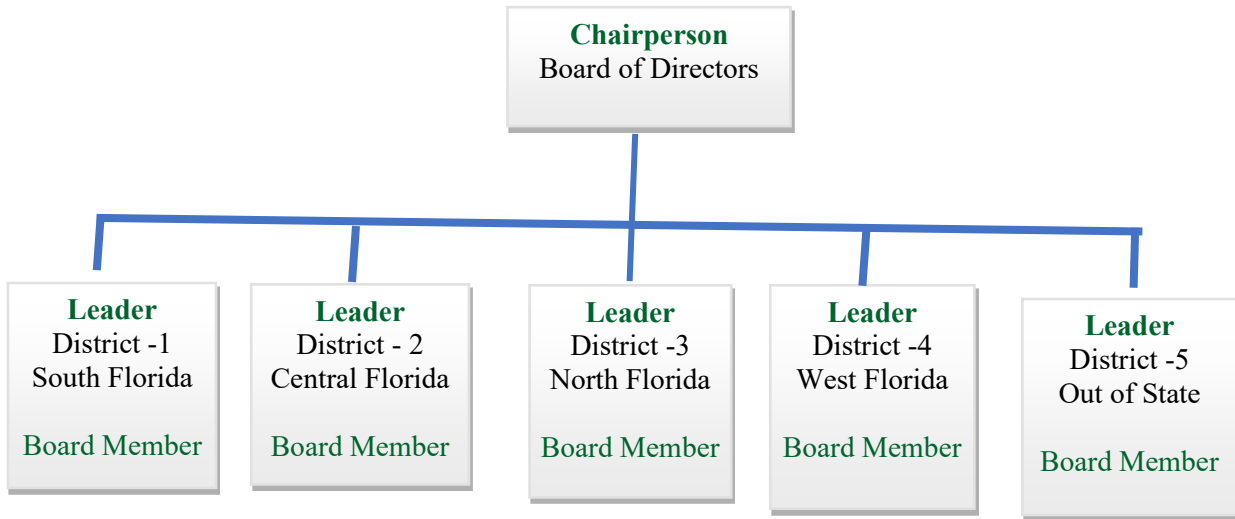
FFRD1 thru FFRD4 will sponsor the family reunions on regular rotational bases in a city located within their geographical area of the state. FFRD5 is unique in that its members are widely dispersed throughout the nation. Obviously, an out-of-state sponsorship will require special consideration each time depending on the proposed location. Because of this, FFRD5 will not be included in the regular sponsorship rotation cycle. However, with special membership concurrence an out-of-state sponsorship may be inserted into the regular rotation cycle any time after the 4<sup>th</sup> year following the implementation of this procedure. Whenever the regular sponsorship rotation cycle is broken by an out-of-state sponsorship the regular rotation will pick up at the breakpoint the following year. Out-of-state sponsorship may not occur more frequent than five years apart. All out-of-state sponsorships will require a majority membership concurrence beforehand. Requests for out-or-state sponsorship should be made at least two years before the fact, to allow time to get the concurrence of the membership. Otherwise FFR sponsorship will continue the regular rotation cycle.

**Note: Family Cruises:** According to surveys a clear majority of our members prefer that a Family Cruise should not replace our regular Family Reunions. Therefore, in the future we will not consider making cruises a replacement for our regular Family Reunions. Rather, cruises will be routinely considered an add-on to our regular Family reunion in the year it occurs.

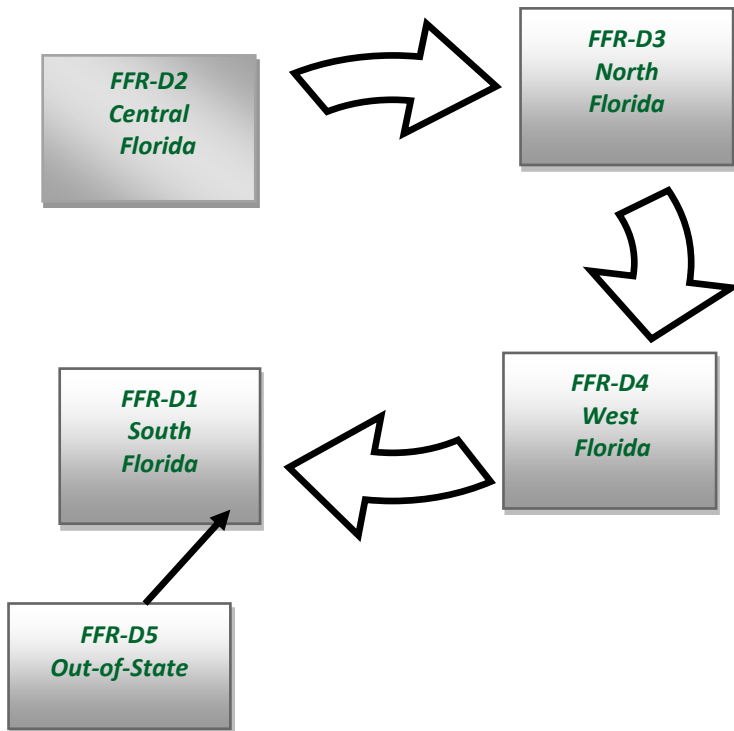


This version of the FFRSOP Reorganizes into a Board of Directors, lead organization

-



*Sponsorship Rotation Cycle*



## **Ford Family Reunion Standard Operating Procedure (FFRSOP):**

### **Section IV – Donations and Awards**

**Donations** – Effective 2019, with majority membership concurrence, the annual fee was raised to \$200 per household. Any lesser amount will be lovingly accepted from those that are unable to donate the full amount. A household is roughly defined as those living at the same single-home address. Typically, the actual attendance averages approximately 4 per household (some has more, others have less)

Historically the Annual fee has increased by \$25 approximately every five years. This is necessary to keep up with price increases. The concurrence of the majority of our members is required to initiate an increase of the annual fee. In all cases, voluntary compliance is a long standing FFR practice

**Awards** – The FFR awards program consist of (1) The Ford Family Good Samaritan Award (FFGSA) (2) Ford Family Special Achievement Certificate (FFSAC). (3) Ford Family Scholarship Award.

- **The Good Samaritan Award:** is designed to recognize individuals who have made substantial contributions to the welfare of any other members of the Ford family. To qualify for this award the individual being recommended must be a descendant of our family patriarch Grandpa Charlie Ford, or related to a descendant by marriage. Your recommendation must include a brief summary of why you feel the individual should receive the award. Your summary may include whatever information that you feel will reflect favorably on the selection of the individual you are recommending. You can submit your recommendation on-line via the family website. It must be received by May 1, of the year concerned. Normally only one individual is selected annually. Previous recipients of the award are voting members for the final selection.

**The Ford Family Special Achievement Certificate** is designed to recognize members of our family as well as friends of our family for their special achievements during the previous year. You may nominate family or friend to receive this certificate via the family website. Your nominations must be received by July 1, the year concerned.

**The Ford Family Scholarship Award** (see pages 10-12 of this document for details)

**Ford Family Reunion Standard Operation Procedure (FFRSOP)**  
**Section V -**  
**Website ([www.ford-family.info](http://www.ford-family.info))**

The idea of a family website was conceived by Myrdena Ford-Francis, who singularly designed and published the first ford family website. Although this first website was a simple one-page template that could accommodate only a few photos it released the potential for a more versatile website. From this modest start our website has evolved to include an array of services and activity. It provides a constant source of information for and about our family, to members world-wide. It simplifies Family Reunion planning and coordinating by offering a full range of online transactions. You can browse our family website and get a sense of our family history, obtain member contact information from the family address directory, post a message on the message board, get updated information on the next family reunion, are a few of the services offered.

The following are some key functions the Ford Family Website:

1. [Address directory](#) – provides contact information on family members. including mailing address, email address and phone number. Addresses can be added or corrected on-line.
2. [Family Reunion Updates and Registration transactions](#): provides updated information on the up-coming FFR. Members can register on-line and donate on-line via credit card or pay-pal.
3. [Photo Album](#) – Contains 5 pages of family pictures.
4. [Suggestion Box](#) – Provides a mean to submit suggestions and recommendation on-line.
5. [Good Samaritan Award \(GSA\)](#) – Shows photos of all GSA recipients and also provides a means to submit a recommendation for a member to receive the GSA online.
6. [Download Documents](#) – download and print FFR document in either word or PDF format.
7. [On-line Survey](#) – surveys designed to solicit member input can be taken on-line. Survey feedback is also posted on the website.
8. [Family Patriarch & Matriarch](#) – contains a biographical sketch of the first Fords; Charlie and Mary.
9. [Keynote Speakers](#) – contains a list and photos of previous FFR keynote speakers.
10. [Family Career Bank](#) - Provide our youth with family mentors with experience in varying careers.
11. [Scholarship Award](#)—Shows photos of all scholarship recipients and provide for on-line application, donation and pledges.

## **Ford Family Reunion Standard Operating Procedure (FFRSOP)**

### Section VI -

#### Ford Family Scholarship Program

**The purpose** of the Ford Family scholarship program is to help our youth who are seeing their hope of a college education slip away in the face of a slow economy and ever-increasing costs of education. Our goal is to award \$1,000 in scholarships annually. Applicants must:

1. be a descendant (by blood, adoption or marriage) of Charlie or Mary Ford,
2. Have a minimum GPA of 2.5.,
3. Write a letter describing why he/she should be selected, including career ambitions, awards or special recognition, church, civic, and community involvement; and a brief summary of family lineage,

Applications must be submitted via [Electronic-Application](#) on the family website by July 1, the current year. (may be completed on Mobil device as well as a regular computer). *When requested, backup documents maybe faxed 904-880-2386 or emailed scholarship@ford-family.info* (A sample Application is at Enclosures 1, page 13).

#### ***The selection process will prioritize applicants by zones of consideration:***

1. Zone-1; will consist of current year graduating high school seniors who have been accepted for their first year at a college, university or Vocational school; *these applicants will receive priority consideration.*
2. Zone-2; will consist of older full time students enrolled in a college, university, or vocational school pursuing an undergraduate degree or vocational certificate; *these applicants will receive secondary consideration.*

The scholarship will be awarded annually at our Reunion banquet. The Scholarship Recipient is required to be present.

**The Scholarship & Fundraising Division (S&FD)** chairperson will exercise management over the Ford Family Scholarship program in accordance with the provision of this section of the Ford Family Standard Operating Procedure (FFSOP). The S&FD has two primary functions,

1. Raise Funds to support the scholarship program and
2. Make final Selection of the scholarship recipients.

The S&DF will organize into two committees that correspond to its two primary functions. Each of the two committees should consist of 3 to 5 members with no single member serving on both committees. *(The chart on page 7 of this publication shows how S&FD fits into the overall family Association organization).*

**Section VI – Continued**  
**Ford Family Scholarship Program**

**The Fundraising committee tasks includes:**

1. Determine the type and frequency of fund-raising activities.
2. Solicit individual and cooperate donors.
3. Strive to ensure that \$1,000 is available for distribution annually. (If the amount falls short of \$1,000, the annual scholarship award will be reduced by the amount of the shortfall).

All funds raised by fundraising activities should be deposited as soon as practical; preferably directly into the scholarship bank Account via the family website where it will be consolidated with ongoing individual scholarship donations. The Association President will provide regular financial status to the S&FD

**The Scholarship Selection Committee tasks include:**

1. Review the applications to ensure it is complete with all required information. Applicant may be contacted directly to secure missing information.
2. Sort applications by priority of consideration i.e. zone-1 or zone-2 as appropriate.
3. Determine which applicants will be awarded the annual scholarship using one of the options below.
4. Ensure the final selection is made by July 15, the current year. (Notify the Association President of final selection).

**Option 1: Single Award.**

In this case, the available funds not to exceed \$1,000 will be awarded to one qualified applicant. Generally, this option would be appropriate if there is only one qualified applicant regardless of zone of consideration.

**Option 2: Multiple Awards –**

In this case, the annual available Funds will be allocated to more than one qualified applicant not to exceed three awards. This can be done by:

(a) Dividing the available funds equally among the qualified applicants. (Generally, this option is appropriate when all the applicants are in the same zone of consideration i.e. zone 1- or zone 2)

(b) Awarding a percentage of the available funds by an order of priority. (Example; 1st place 50%, 2nd place 30%, and 3rd place 20%) (Generally this option is appropriate when there is a mixture of zone-1 and zone-2 applicants.)

## **Section VI – Continued**

### **Ford Family Scholarship Program**

*To safeguard the integrity of the process and provide transparency and accountability worthy the trust and generosity of our donors and other supporters the following guidelines have been developed.*

#### ***The Selection Committee will:***

- 1. Review and evaluate scholarship Application to determine applicant's qualification.*
- 2. Place applicant into a zone of consideration using one of the options in Section VI, FFRSOP.*
- 3. Each member will make independent recommendation of whether or not applicant should receive the scholarship Award.*
- 4. Make final selection and inform S&DFC not later than July 15, current year. (Scholarship winners must receive majority vote of the selection committee)*

#### ***The Scholarship and Fundraising Division Chairperson (S&FDC) Will:***

- 1. Manage the Ford Family Scholarship Program in accordance with Section VI, FFRSOP.*
- 2. Confirm each scholarship winner has majority vote on the Selection Committee. (Normally the S&FDC is not a voting member unless a tiebreaker is needed).*
- 3. Ascertain from the President FFH&WA whether \$1,000 is available for annual scholarship award. (If less than \$1,000 is available, the lesser amount will constitute the annual award).*
- 4. Notify the President of FFH&WA of the scholarship winners by July 20, current year. In case of multiple winners, advise how the available Funds should be allocated.*
- 5. Conduct presentation of the scholarship award at the Family Reunion Banquet.*
- 6. Determine the type and frequency of fundraising activities. Deposit proceeds from fundraising activities as soon as practical.*
- 7. Exercise overall oversight of the Ford Family Scholarship Program*
- 8. Exercise accountability of scholarship Funds by making available upon request; Bank statements and donor and fundraiser record to; Donors, S&FDC, Fundraiser and selection committee members.*
- 9. Approve Scholarship funds disbursements.*
- 10. Assist the S&FDC in fundraising activities, by concentrating on individual and web site donors.*
- 11. Consolidate the electronic applications and provide to Selection Committee members and S&FDC. Provide Scholarship winner's check to S&FDC to be presented at the Reunion Banquet.*

## **Ford Family Reunion Standard Operating Procedure (FFRSOP)**

### **Section VII**

#### **Ford Family Emergency Relief Program**

**The purpose** of the Ford Family Emergency Relief Program (FFERP) is to establish a standard procedure for requesting, funding, and providing emergency relief to members who are faced with an urgent financial need, resulting from unforeseen or unavoidable circumstances.

**Eligibility:** Any family member who are faced with an urgent financial need that exceeds his/her means to handle, may apply for relief under the provisions of this program.

**Applications:** members who wish to apply for emergency relief under this program must do so by the family website, [www.ford-family.info](http://www.ford-family.info). The application must include:

- (1) a summary of the circumstances causing the emergency and
- (2) a list of debtholders or businesses pertinent to the emergency; including the contact information and amount needed to pay each debtholder or business.

**Funding:** will be raised similar to the way "Go Fund Me" programs operates. Family members will be asked to donate voluntarily on a case-by-case bases. Funds raised for a particular emergency case will be used for emergency cases exclusively.

**Donations:** generally, donations will be made on-line into the "Family Emergency Relief Funds" account that is linked to the Ford Family website, [www.ford-family.info](http://www.ford-family.info).

Donations are tax deductible, in accordance with IRC Section 501 (c) (13) under FFH&WA.

**Accountability:** the provisions of this program are mindful of the delicate balance between preserving the personal respect of members who needs assistance and safeguarding the trust and generosity of those who donate to it. Therefore, to the extent possible this program will: (1) preserve the dignity of all members who seeks relief under its provisions, and (2) will safeguard the integrity of the program by requiring a high level of accountability that is worthy of the trust and generosity of donors and supporters.

**Disbursements:** generally, payments will be made directly to the debtholder of bills owed, or to the business for the cost of goods or services needed by the member who is granted emergency relief under this program.

**Administrative process:** The Chairperson or the FFERP co-managers on the Board of Directors will review the application for all required information. If the application contains all required information; it will be forwarded via group-email to family members to request donations to fund the emergency. Otherwise, the applicant will be asked to provide the missing or incomplete information.

**Note:** under this program, a third party may request emergency relief on behalf of another member who needs assistance, but only with the consent of the member needing the assistance.

Sample Agenda Outline

AGENDA Ford Family Reunion 20__				
Date	Time	Event	Location	Activity
Friday July __	2:00-5:00 PM			Check-in
	6:00-7:00 PM			
	7:00-9:00 PM	Reception		
	9:00-11:00 PM			
Saturday July __	7:30-9:00 AM	Breakfast		
	9:00-10:00 AM	Business Meeting		
	10:00-11:00 AM			
	12:00-4:00 PM			
	4:00-6:00 PM			
	6:00-9:00 PM	Banquet		
	9:00-11:00 PM			
Sunday July __	8:00-9:30 AM	Breakfast		
	9:30-10:30 AM	Spiritual Service		



**Sample First Contact Letter**

*This is a sample letter that can be used as a guide for the initial communication with hotel service managers. It can be a useful tool to start the negotiating process. The cost of food service can usually be negotiated. In most cases it is wise to make an offer below the cost presented to you by the service manager. In no case should you enter into a contract that exceeds the forecasted budget. <http://groups.hotelguides.com/> is a good website for researching a hotel for FFR,*

Dear Service Manager

I am the coordinator of the Ford Family Reunion planning committee. I am looking for a facility to host our 20\_\_ Family reunion. Our reunion is scheduled July \_\_. \_\_\_\_

Facilities: our estimated facilities requirements are:

- Rooms 25 – 30
- Banquet Hall - for Saturday evening banquet (must be able to accommodate 125)
- Meeting Room - for Friday evening reception and Sunday morning Spiritual hour. (must accommodate 100)
- Operations room - for coordination team oversee reunion activities. (Should have the minimum of 2 tables and 8 chairs.).

Food Service: our estimated food service requirement and budget limits for each meal are as follows:

- Reception: \$15 per head X 100 = \$1500 (light Buffet)
- Banquet: \$20 Per head X125 = \$2500 (Buffet)
- \*Breakfast: \$12 per head X 100 = \$1200 (Buffet)

***(see note below)***

For further information, please contact me via email; myemail@provider.com or phone \_\_\_\_\_. \_\_\_\_\_.

Yours truly,

*Note: The first priority should be to find a hotel that offer free breakfast. Otherwise the food service budget normally will only cover one breakfast meal (Saturday morning). In this case, Sunday morning breakfast will be left to each individual. If the hotel offers free breakfast the amount allocated for breakfast can be added to the other meals. The total amount of your offer for food service must not exceed the budget forecast.*

