

Chapter Meeting Invoicing Policy

Purpose

The Piedmont Chapter is required to provide a head count to establishments prior to meetings. Some establishments require a final head count several days in advance of the meeting, and they charge according to the stated head count. Additionally, some establishments require a food and beverage minimum. This policy is established to ensure that the Piedmont Chapter does not bear the financial burden of guests who register for events and do not attend.

Policy

If a Guest registers for a meeting, that person is subject to the meeting charge unless they change their response within 72 hours of the event (unless otherwise noted on the meeting announcement). No shows will be invoiced for the meeting unless the chapter meets the required minimum *and* is not charged for the person.

Members are not charged for regular monthly meetings (Jan, Feb, Mar, Apr, Sep, Oct, and Nov), but they are required to register for the meetings. If a Member registers for a meeting and does not show up, that person is subject to the Guest meeting charge unless they changed their response **at least 72 hours prior** to the event (unless otherwise noted on the meeting announcement). For May and December events, “no shows” will be invoiced at the Member fee for that event.

Last Updated: January 6, 2015