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## AT THE DOOR POLICY

Below is the recommended protocol to follow when RSVP deadlines are missed:

First, we know you, as a member, have paid for your membership, and we want you to attend as much as possible and attain the full value of your membership.

Second, please be aware that the deadline is real. The count is called in to the venue choice by 1 PM, after all last minute RSVP's are added in. The meeting deadline is always 12 PM the Thursday prior to the Tuesday meeting. Our administrative office is CLOSED on Fridays. After the deadline, the count is done and it can't be changed

Here is how we reconcile RSVP's after the deadline:

An e-mail to [info@PGRTAZ.org](mailto:info@PGRTAZ.org) letting us know you plan to show up, "at the door", will help us get an estimate of how many "at the door" attendees we might have. This is not required, just a courtesy. Do not expect a response back. Just show up "at the door".

When you arrive:

- There may be a name tag for you, but **you will not be listed on the sign in sheet**, which is run at the same time the RSVP count is called in. **Just sign in at the end of the list.**
- **Please be prepared to pay a \$5.00 "at the door" fee.**
- We hold a table toward the back of the room, with a reserved sign. The "at the door" attendees would sit at that table. **Please take a seat at this table.**
- **Please wait to take a handout** until we know how many no-shows we have.

On occasion, the "at the door" attendees outnumber the "no-shows", and we have to scramble to find more seating, we run out of handouts, and the chef has to prepare more food. If we run out of handouts, send an e-mail request to [info@PGRTAZ.org](mailto:info@PGRTAZ.org) the next day, and an electronic version of the handouts will be forwarded to you.

Please, please, please, make every effort to RSVP timely. And, if you miss the deadline (hey, it happens to everyone sooner or later), just show up "at the door" and see how the staff can best accommodate you.

Thanks!