

## Planning to attend an LLA Luncheon? *(Updated 5/14/2025)*

Luncheons are held on the 2nd Monday of the month at noon (unless otherwise announced). A maximum of 50 seats are available, so RSVP early. If we are sold out, you can always attend the program at about 12:50p in the auditorium. Here's the easy 3-step process to attend lunches.

### 1 – **RSVP** by **noon on the 1st Monday of the month** (the reservation **and** payment deadline).

- Preferred option is to send an email with your name (and guest names) to [rsvp@ladieslibrarykzoo.org](mailto:rsvp@ladieslibrarykzoo.org). This keeps a record of your reservation.
- Or contact Deb Killarney (current lunch reservation coordinator) at [KazooDeb@gmail.com](mailto:KazooDeb@gmail.com) or (269) 352-7501.
- Also, advise if you need a special meal--“non-meat” (veggie or sometimes fish), gluten-free, or allergy issues.

### 2 – **PAY** by **noon on the 1st Monday of the month** (the reservation **and** payment deadline).

Current price is \$16. When you RSVP, payment is expected unless you cancel by the RSVP deadline. Here are options to pay:

- Send a check endorsed to “LLA” to arrive by the 1st Monday of the month. Send to LLA, 333 South Park Street, Kalamazoo, MI 49007. Note “*month* luncheon” in the memo area. Example: “April luncheon.”
- Drop off a check in the mail slot of the front door at the LLA.
- Pay with credit card by calling Grace Anne Kalafut at (269) 501-3002. A 70¢ credit card fee is added (but cheaper than a stamp at 73¢).
- Or give cash or check to Deb Killarney or Sharon Carlson.
- If you pay several months in advance, we assume you will attend all paid lunches unless you advise otherwise.

### 3 – **CHECK-IN** the day of the luncheon at the desk near the LLA front entrance.

This process gives the kitchen crew time to finalize food shopping (including special needs) or meet catering deadlines, and set-up seating and décor arrangements.

**P.S.** Complimentary teas are held on the 4th Monday of the month at 1:30pm. No RSVP or payment needed.