

Planning to attend an LLA luncheon?

When: Second Monday of each month at noon, February through December

Capacity: 50 seats. RSVP early. If the luncheon is sold out, you may still attend the program in the auditorium at approximately 12:50 pm. (Complimentary teas are held on the **4th Monday of the month at 1:30 pm**. No RSVP or payment is required.)

How to Attend - This **three-step process** allows the kitchen volunteers to finalize food, seating, and setup. Please understand that we are unable to accommodate reservations made after the deadline.

1. RSVP must be received by noon on the 1st Monday of the month. This is both the reservation and payment deadline.

Reservation options:

- **Preferred:** Click on the link in the eNews "*reserve and pay for luncheons online.*"
- Alternate: Email your name and any guest names to rsvp@ladieslibrarykzoo.org
- Alternate: Call **Paula Reiley**, Lunch Reservation Coordinator at (616) 340-7833
Please make sure that you indicate your meal choice (Classic, Vegetarian, No Meal) and relay any dietary restrictions you have when you make your reservation.

2. Payment must be received by noon on the 1st Monday of the month. Cost is currently \$20 per luncheon. Payment is expected unless you cancel by the deadline.

Payment options:

- **Preferred:** Click on the link in the eNews "*reserve and pay for lunches online.*"
- Alternate: Give cash or check payable to the LLA to **Paula Reiley** or **Sharon Carlson** before the deadline. *If you pay for multiple months in advance, you still need to make a reservation to select your meal choice and secure your seat.*
- Alternate: Pay by credit card by calling **Grace Anne Kalafut** at (269) 501-3002 *after* you RSVP.
- Alternate: Drop off a check payable to the LLA in the front door mail slot at the LLA. *Include the month of the luncheon in the memo.*
- Alternate: Mail a check payable to the LLA to:
Ladies' Library Association
333 South Park Street
Kalamazoo, MI 49007

Include the month of the luncheon in the memo. Please allow 5 days for the mail to arrive.

3. Check in on the day of the luncheon.

Please check in with **Paula Reiley** (or hostess in Paula's absence) in the foyer when you arrive. This provides the kitchen volunteers with an accurate number of meals to plate and serve.

*Updated 03/07/26