

GUIDELINES FOR RUNNING A FUNCTION

Sample instructions are for 50 people

Social Chairperson – Don Lunn, 508-843-1988, DLunn44@comcast.net

Webmaster – Jeannie Fraser, 508-548-4675, Jeannie_fraser@msn.com

Treasurer – Steve Johnson, 603-557-7918, sjseapit@gmail.com

PICK A MENU AND DATE

Review with Don. Email info to Jeannie. She will send out notices. You can accept reservations by phone or email. Get help...3 people for set-up, 3 for prep, 3 for clean-up. If needed, Don will help find helpers.

SHOPPING

Buy food and save receipts. You will be reimbursed at event. We have a credit card for large purchases. Paper goods, ice, and soft drinks are provided by the club.

FOOD PREPARATION

Food can be prepared at home or at the club.

SET UP

Each table seats 8. Tablecloths are in bins beside kitchen door. Candles and vases are on shelves over bins. Please check for decorations in bins over closet in ladies room before purchasing more. Make sure deck is clean.

RAFFLE

Buy 6-8 items to be raffled off. You will be reimbursed at event. Examples of raffle items: bottle of wine, gift certificate, plant, hat, etc. Assign someone to sell raffle tickets and officiate raffle. Raffle is usually held after dinner and before dessert.

BAR SET-UP

Get 2 bags of ice from ice machine and put in cooler beside bar. Set up 2 Cokes, 2 Diet Cokes, 2 Ginger Ales, and 2 tonic waters. Soft drinks are stored in bottom right of refrigerator. Put on bar: 30 wine glasses, 50 plastic cups, cocktail napkins, 2 limes cut-up.

COFFEE SET-UP

Use large shiny urn. Use one 11oz. can. Brewing time is about 30 minutes. Put out creamer, sugar, cups, spoons, and napkins. Smaller pot can be used for de-caf.

AT EVENT

Designate someone to collect money and check off names at door. Everyone pays. Cocktail hour generally starts at 6pm and dinner at 7pm. Food can be served family style, buffet style, or plated individually.

ACCOUNTING

Fill out accounting sheet (in desk by front door). Reimburse yourself. Put sheet and proceeds in envelope and leave in treasurer's mail slot on steward's desk. Please send an accounting sheet to Barbara Lunn for records.

CLEAN-UP

Designate someone to clear tables and wash dishes. Make sure tables and chairs are broken down and stacked. Sweep floors, empty trash in dumpster, tidy bathrooms, lock doors and windows, turn off lights. Bring linens home to launder. Return to bins.