

GUIDELINES AND RESPONSIBILITIES FOR EVENT CHAIRPERSONS

(A) PRE- EVENT

- Speak to previous chairperson(s) for suggestions and refer to previous Party/Financial Reports that can be found in the Office file cabinet.
- Schedule a committee meeting (as necessary), at least two months in advance, to discuss responsibilities and formulate a plan of action. It is normal for chairpersons to enlist the help of their circle of friends but when in need do not hesitate to ask outside that circle as many members are willing to lend a hand. Additionally, new Club members should be asked on the committee as a means of activating that member into the Club and helping them meet their membership obligations. Suggested items to discuss:

Start times as applicable: Cocktails/Hors d'oeuvres, Dinner, Door Prizes/Raffles, Special Presentations, Band, etc.

Type of event: Open/Closed (members only), Adult/Child, Other Clubs
Menu Selection (catered or committee made)

Theme/Decorations/Dress/Drinks

Admission/raffle ticket (if applicable) prices

Creation of Subcommittees, as applicable: Advertising, Help - including dishwashers (use of SBYC kids), Set up, Entertainment, Collections, Food purchasing and prep, Cleanup, etc

Dish & Utensil selection: paper/plastic vs dish/silverware

Table layout, Band location (if applicable), Dance floor usage

Interface with SBYC Auxiliary Organization regarding use of locked supplies, such as; linens, dishes, fine silverware/china, table centerpieces

Possible rental items, such as; tent, linens, theme decorations

Entertainment (in house and/or hired)

Type and extent of advertisement

- Create a flyer and advertise in the Ditty Bag, SBYC website and post in the Clubhouse. This should be done at least two months prior the event. Be aware of the Ditty Bag deadline. For formal events, the Publicity Chairperson should be contacted for submissions to the news outlets.
- Be aware of the Club's lawful maximum occupancy capacity of 160 persons. The Clubhouse has accommodated 130 persons for a sit-down event.
- Be vigilant of Grand Island's 11 P.M. Town sound ordinance if outside music is to be provided.
- Discuss monetary advances with the Club Treasurer, if needed. Consider requiring attendees pay in advance to free up people and to help budget adequately. Otherwise, "No-Shows" should be billed.
- Inventory supplies and contact House chairpersons regarding items that are low or need replacing; soap, towels, trash liners, etc.
- Communicate with the Rear Commodore regarding desired bar requests: number of bar servers necessary for party size, theme specialty drinks, elimination of bar chairs, use of raffle tickets, adequacy of paper products and needs for the Spring/Fall Cleanups and General Membership Meeting.
- Feel free to utilize the SBYC Tuesday night workforce to assist in setting up for the upcoming event.
- For theme parties, check the Club attic for previously used items that could be incorporated into yours (decorations, banners, table settings, etc.).
- Try to use Club talent rather than hire outside vendors as a means of controlling expenses; i.e. food preparation, entertainment, decorations.
- The intent of a Club function is to provide an environment of comradeship at no cost to the Club. That being said, however, parties are expected to generate a profit as that income is necessary for the Club in meeting its annual expenses. Committee members MUST PAY as members/guests do.
- Since it is expected that the functions will be priced reasonably so as to be affordable to ALL attendees, and yet profitable to the Club, it is strongly recommended that there are no "free meals or drinks" to the party workers out of party proceeds.

(B) POST EVENT

- Be aware that the event committee is responsible for leaving the Club house & grounds picked-up following the event. Generally, the Club should be left in good condition for use by the general membership. This includes but is not limited to the following, as applicable:
 - Clean countertops, appliances, sinks & wipe down cabinets
 - Turn off ovens, stoves, dishwasher and shut off dishwasher water supply
 - Do not leave dishes/utensils at dishwasher or sink. Return all items to their proper storage areas, such as: trays, baskets, thermoses, salt/pepper shakers, sugar bowls/creamers, candle holders, punch bowls, and decorations
 - Sweep & mop Kitchen and Walk-in cooler floors, vacuum carpets
 - Empty coffee grains, unplug, rinse/wipe down coffee makers
 - Empty all garbage into the dumpster and insert new liners in the cans
 - Remove all decorations and posters throughout
 - Straighten up tables and chairs. Check if a follow up event is planned to determine how many tables/chairs should remain
 - If grounds were used: Return picnic tables to under gazebo. Put down umbrellas and straighten tables. Stack lawn chairs.
 - Wash soiled dish towels/aprons. RETURN TO THE CLUB IN 7 DAYS. If SBYC linens are used, and professional cleaning is needed, use current Club vendor. The cleaning costs are to be treated as a party (not Club) expense.
- Any leftover food stuff and condiments may be properly stored at the Club for future engagements, such as; Tuesday work night.
- Promptly complete and submit the Party/Financial Report forms and include receipts, slingers, etc. The forms and instructions are available on the SBYC website and can be found under the “Documents” heading. Make sure to provide suggestions for future chairpersons.
- Take satisfaction in knowing the SBYC family appreciates your efforts.