

Sandy Beach Yacht Club

Guidelines For A Successful Party

1. Contact your committee members at least two months prior to your party date
2. Schedule a committee meeting if necessary to discuss responsibilities and formulate an action plan

- determine start time and ticket price
- Menu Selection / Theme
- Hors d'oeuvres (number needed & who will donate)
- Invitations only or open party
- advertising timeframe and ditty bag articles
- Slingers (contents - separate mailing, etc.)
- Contact publicity chairman
- Purchasing of food items
- Food preparation and/or cleanup
- Decorations (check to see what is available at club)
- Using paper products or dishes
- Table set up - floor plan - maximum number of people
- Do you need calling committee?
- Kitchen clean up
- Possible rental needs such as:
 - Linens - how many? When to order? From where?
 - Tent - outside party? Weather conditions?
 - Soup bowls or cups/saucers

3. Contact house chairman for availability and operational status of SBYC-owned items which are kept locked such as:

- Chafing dishes
- Serving trays
- Bread baskets
- Large coffee urns
- Kitchen equipment (baking pans, trays. Utensils, etc.)
- Coffee pitchers
- Glass luncheon plates, linens
- Fine silverware
- Fine china

4. About a week prior to party check kitchen staples if needed:

Salt/Pepper
Tea Bags
Flour
Saran Wrap,
Toothpicks
Garbage Bags
Dish Towels
Detergent

Sugar/Spices
Condiments
Butter
Foil / Baggies
Coffee Filters
Potholders
Aprons
Dishcloths /Pots Scrubbers

5. Contact women's house chairman regarding any items that are low or need replacing.
6. If you decide to have a raffle, get tickets from bar manager.
7. Discuss any drink specials or special bar requirements with bar chairman
8. Arrange for a dishwasher(s) if needed, many club members have teens who may be interested
9. Keep track of all your expenses and retain receipts.
10. Discuss any monetary advances with treasurer

After party responsibilities include:

1. Clean-up kitchen

Clean countertops
Shut off & wipe down stove
Wipe down cabinets
Dispose of unused food items & wipe out refrigerator
Shut off coffee pot (dispose of grounds >
Thoroughly clean both sinks
Empty garbage into dumpster
Insert clean garbage bags in trashcans
Wash soiled dish towels / aprons
Return to club within 5 days

2. Sweep & mop kitchen floor

3. Pick up inside and outside of club, put away lawn chairs, cover umbrellas, etc., Vacuum, straighten up tables & chairs, etc,

4. Clean & lock items not normally left out such as;

Serving Trays	Linens
Chafing Dishes	Decorations
Newer Sugar/Creamers	Newer Salt & Peppers Shakers
Candleholders	Punch Bowl
Any Items Removed From Downstairs Cabinets, Freezer Room Or From Locked Cabinets	

5. Return keys to house chairman

6. Take our linens to cleaners of your choice and return within one week. Return any rented linens or arrange for pickup, cost of Linens should be subtracted from profit of party. Receipt for linen costs should be included with financial report. (do not give to treasurer to pay)

7. Complete a financial report and give to entertainment chairman along with All receipts, copies of slingers etc.,