

**Party Notes - MUST BE INCLUDED WITH FINANCIAL REPORT AND GIVEN ENTERTAINMENT CHAIRMAN**

Name of Party \_\_\_\_\_ Chairman \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Cocktails \_\_\_\_\_

Closed or Open Party \_\_\_\_\_ Adults only \_\_\_\_\_

Ditty Bag Flyer Deadline \_\_\_\_\_

Ditty Bag Flyer Contact \_\_\_\_\_

Theme \_\_\_\_\_

Check in Club for possible Decoration Supplies \_\_\_\_\_

Decorations Purchased \_\_\_\_\_

Determine Committee Size and Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Determine Menu and Quantities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Determine Entertainment and Budget Cost \_\_\_\_\_

\_\_\_\_\_

4. ABOUT A WEEK PRIOR TO PARTY CHECK KITCHEN STAPLES IF NEEDED:

SALT/PEPPER	SUGAR/SPICES
TEA BAGS	CONDIMENTS
FLOUR	BUTTER
SARAN WRAP	FOIL/BAGGIES
TOOTHPICKS	COFFEE FILTERS
GARBAGE BAGS	POTHOLDERS
DISH TOWELS	APRONS
DETERGENT	DISHCLOTHS/POTSCRUBBERS

5. CONTACT WOMEN'S HOUSE CHAIRMAN REGARDING ANY ITEMS THAT ARE LOW OR NEED REPLACING.
5. IF YOU DECIDE TO HAVE A RAFFLE, GET TICKETS FROM BAR MANAGER.
6. DISCUSS ANY DRINK SPECIALS OR SPECIAL BAR REQUIREMENTS WITH BAR CHAIRMAN
7. ARRANGE FOR A DISHWASHER(S) IF NEEDED. MANY CLUB MEMBERS HAVE TEENS WHO MAY BE INTERESTED
8. KEEP TRACK OF ALL YOUR EXPENSES AND RETAIN RECEIPTS.
9. DISCUSS ANY MONETARY ADVANCES WITH TREASURER