

~~INSTRUCTIONS FOR RUNNING A FUNCTION~~

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

Webmaster – **Bert McConnell**, Golphinut@gmail.com, Treasurer – **Tom Campbell**, treasurer@waquoitbayyachtclub.com

Sample instructions are for 50 people

PICK A MENU & DATE

Review with Don.

Email info to Bert. He will send out notices. You can accept reservations by phone or email.

Get help...3 people for set-up, 3 people to help with cooking, 3 people for clean-up

If you need help, Don will help you find people.

SHOPPING

Buy food & save your receipts. You will be reimbursed at the event.

Paper goods, ice, & soft drinks are provided by club.

FOOD PREPARATION

Food can be prepared at home or at the club.

SET UP

Each table seats 8. Tablecloths are in bins in ladies room.

Candles, vases, etc. are in bins over closet in ladies room or on shelf by kitchen door.

Make sure deck is clean.

RAFFLE

Buy 6 items to be raffled off. Save receipts. You will be reimbursed at the event.

Examples of raffle items: bottle of wine, gift certificate, plant, hat, etc.

Assign someone to sell raffle tickets & officiate raffle.

Raffle is usually held after dinner & before dessert.

BAR SET-UP

Get 2 bags of ice from ice machine & put in cooler beside bar.

Set up 2 Cokes, 2 Diet Cokes, 2 Ginger Ales, & 2 Tonic Waters.

Soft drinks are stored in base cabinet beside freezer.

Put on bar: 30 wine glasses, 50 plastic cups, cocktail napkins, swizzle sticks, & 2 limes cut-up

COFFEE SET-UP

Use large shiny urn. Set up on table beside kitchen serving window.

Fill pot with water. Use one 11oz. can coffee. Brewing time is about 30 minutes.

Put out creamer, sugar, cups, napkins & stir sticks.

AT EVENT

Designate someone collect money & check off names at door.

Cocktail hour generally starts at 6pm and dinner is served at 7pm.

Food can be served family style, buffet style, or plated individually.

ACCOUNTING

Fill out Dinner Expense & Accounting sheets (in desk by front door). Re-imburse yourself.

Put sheets & proceeds in envelope & give to Tom

CLEAN-UP

Designate someone to clear tables & wash dishes.

Make sure tables & chairs are broken down & stacked.

Sweep floors, empty trash in dumpster, tidy bathrooms, lock doors & windows, turn off lights.

Bring linens home to launder. Return to bins.