

Event Guide for Hosts

Wednesday night dinners begin in May and continue through October. Hosts for Wednesday night dinners normally volunteer to host dinners for a month during the Social Committee meeting held by the Vice Commodore in December. Volunteer hosts frequently ask other members to help.

Responsibilities of hosts are:

- Decorate
- Host the reception desk

Date	Action	Notes
A few days prior to each dinner	Decide decorations and/or flowers and purchase, if needed, based on the number of tables required to seat the number attending.	The Club Steward has a list of decorations available at the club in an upstairs closet. Bud vases are in a cupboard behind the bar. If you choose to purchase flowers, try to keep expense to approximately \$25 per dinner. Keep receipts for reimbursement by the Club Treasurer.
Day of event	<p>Decorate prior to 5:00. Arrive by 5:00.</p> <p>Host the reception table to collect money for dinner and 50/50 tickets.</p> <p>Account for monies.</p>	<p>Hosts must be available for members who might arrive early.</p> <p>At least two people are needed to host the reception table. Monies for dinner and raffle tickets must be kept separate. Have different people do these two functions.</p> <p>The Club Steward will provide</p> <ul style="list-style-type: none"> • A cash box for the dinner tickets. The box will contain \$30. • A list of attendees. As people pay for dinner tickets, check names on the list. This will be used for accounting for funds and for billing those who signed up but did not come. • A sign for the reception table indicating the price of 50/50 tickets. <p>Dinner Ticket Money</p> <ul style="list-style-type: none"> • After everyone has paid for dinner tickets, give dinner ticket money and attendance list to the Club Steward. <p>50/50 Ticket Money</p> <ul style="list-style-type: none"> • Give the 50/50 ticket money and unused raffle tickets to the Steward.

Thank you for volunteering.