

New Member Cocktail Party

The date of the New Member Cocktail Party is set by the Social Committee. The Vice Commodore is the Chairman of this event.

May 1st	<ul style="list-style-type: none"> • The Vice Commodore will know the menu beforehand and will ensure publication in newsletter. • Obtain list of new members and addresses from the Club Secretary. • Obtain PYC stationary from the Club Secretary or PYC invitations from the Vice Commodore • The Steward has white tablecloths and napkins available. Other colors must be ordered with 2 to 3 weeks notice.
Mid-May	<p>Hand write an invitation to each new member with RSVP to the Club Steward.</p> <p>Decide a decoration theme. Keep receipts for any purchases.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • large vase of flowers on the buffet table • flowers on the fireplace mantle • flowers on the bookcase in the entrance hall • bud vases on a few small tables for four
Day of the party	<ul style="list-style-type: none"> • Decorate • Have at least 2 people at the reception table to check people in and collect monies. • Suggest a 3rd person to welcome new members and give any who were unable to attend the New Member Orientation his/her nametag and copy of the PYC Constitution and By-Laws.
After party	<p>Obtain a voucher form from the Club Steward. Turn in receipts with this voucher form to the Vice Commodore for reimbursement.</p>

Thank you for volunteering.