

Opening Dinner Dance Guide for Committee Chairman

The Opening Dinner Dance is held in May. The Entertainment Committee meeting held by the Vice Commodore in December will determine the date, entertainment, and cost of tickets. Usually, someone will volunteer to act as Committee Chairman during discussion of the dinner dance at this meeting.

Date	Action	Comment
January	<p>Assemble a committee.</p> <p>Hire the band.</p> <p>Decide theme and decorations.</p>	<p>This committee makes theme and decorating decisions. They will decorate the day prior to the event, do reception desk functions during the event, and remove decorations after the event.</p> <p>The Vice Commodore has a list of bands/musicians and will provide contact information. Some bands have web sites and can be booked directly without the cost of going through an agency. If the entertainment charges exceed the estimate given by the Vice Commodore, contact the Vice Commodore to verify approval. The band must give you a contract and provide a certificate of insurance.</p> <p>The Club Steward has a list of decorations available at the club in an upstairs closet. If you decide to purchase decorations, see mid-April action item below.</p> <p>Assume 96 people will attend. (The Club will seat 96 people comfortably, but can seat 100).</p>
March 1	<p>Contact the caterer to determine menu and hors d'oeuvres.</p> <p>Assign a Committee member to be the contact for seating requests</p> <p>Assign a Committee member to choose the wines and communicate to the Steward by the first week of May</p> <p>Provide information about the party theme and menu to the Vice Commodore.</p>	<p>The Vice Commodore has contact information and cost estimates of the caterer and will advise on the expenses for food. If the food charges exceed the estimate given by the Vice Commodore, contact the Vice Commodore to verify approval.</p> <p>The Committee chooses the wines. The Steward will purchase the wines. Liquor is already stocked at the bar.</p> <p>The Vice Commodore will ensure publication in the April/May newsletter.</p>
April 1	<p>Contact the Club Steward to request ordering of tablecloths and napkins.</p>	<p>PYC works with a linen rental company. The Club Steward has information about tablecloth and napkin colors available.</p> <p>These items must be ordered 2 to 3 weeks prior to the party. The Steward will determine numbers of tablecloths and napkins to order to accommodate the number of people attending and can provide a cost estimate.</p>
mid-April	<p>Purchase decorations, if needed, by this date.</p> <p>Assign 2 or 3 people to attend the reception table.</p>	<p>Keep receipts for reimbursement by the Vice Commodore.</p> <p>These people will collect money for dinner and raffle tickets the night of the event.</p>

First week of May	<p>Purchase containers and items for 4 raffle baskets.</p> <p>Chose wines and communicate to Steward.</p>	<p>The value of each basket should be approximately \$40. Keep receipts. Obtain a voucher from the Steward. Turn in receipts with the voucher to the Vice Commodore for reimbursement. Some club members are willing to donate gift baskets.</p> <p>The committee will chose the wines. The Steward will purchase the wines. Liquor is already stocked at the bar. Wine glasses are available at the Club.</p>
Week before party	<p>Make place cards.</p>	<p>The Club Steward will provide names of attendees. The Vice Commodore will provide you with blank place cards and meal choice "dots". If you purchase other cards, retain receipts for reimbursement by the Vice Commodore. Write each attendee's name on a separate place card and place the meal choice "dot" on the card..</p> <p>People will call the Steward or Committee members to request seats together. You will need to make decisions on placement for people who have not requested special seating.</p>
Day before party	<p>Decorate.</p>	<p>This includes</p> <ul style="list-style-type: none"> • placement of dinner and reception tables • table setting, including linens, silverware, wine glasses, table decorations, and place cards (use formal PYC china and flatware) • entryway decorations
Night of dance	<p>Arrive by 5:00 (reception table hosts).</p> <p>Host reception table for dinner and raffle tickets.</p> <p>Account for monies.</p> <p>Vice Commodore conducts raffle.</p>	<p>Reception table hosts must be available by 5:00.</p> <p>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. <u>Note the amount of cash in the box.</u> • A sign for the reception table indicating the price of raffle tickets. • 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. <p>Dinner Ticket Money</p> <ul style="list-style-type: none"> • After everyone has paid for dinner tickets, give the dinner ticket money and the attendee list to the Club Steward. <p>Raffle Ticket Money</p> <ul style="list-style-type: none"> • Give the raffle ticket money and unused raffle tickets to the Club Steward. <p>The winning ticket holder will select his/her basket from those available.</p>

Thank you for volunteering.