

December Holiday Dinner Dance Guide for Committee Chairman

The Entertainment Committee meeting held by the Vice Commodore in December will determine the location, 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
December of the prior year	<p>Reserve a facility for the event.</p> <p>Hire the band.</p>	<p>Contact the Club Treasurer to make sure a deposit check is sent to the facility manager immediately.</p> <p>The facility manager must give you (1) a signed contract to ensure your reservation and (2) a certificate of insurance.</p> <p>Check with the Vice Commodore to determine whether this has already been done as part of efforts to hire a band for other major club functions throughout the year.</p> <p>If not, 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.</p>
September	Assemble a volunteer committee.	This committee makes decorating decisions. They will decorate the dinner tables the day of the event, do reception table functions during the event, and remove decorations after the event.
First week of October	<p>Contact the facility manager to determine the menu and hors d'oeuvres.</p> <p>Contact the Vice Commodore to give cost estimate approval and reservation contact information.</p>	<p>Make food selections with the facility manager and get a cost estimate.</p> <p>If the food charges exceed the estimate given by the Vice Commodore, contact the Vice Commodore to verify approval. Give details about the event, including reservation contact, to the Vice Commodore for publication in the club newsletter.</p>
November	<p>Decide and purchase decorations.</p> <p>Decide place cards.</p> <p>Assign at least 2 people to attend the reception table.</p> <p>Purchase containers and items for 4 raffle baskets.</p> <p>Contact the facility manager to determine or confirm when decorations and table placements can be done.</p>	<p>Contact the facility manager to determine what decorations they provide. You may want to meet with the manager and view the facility to see what you and your committee would like to add. If you purchase additional decorations, keep receipts for reimbursement by the Club Treasurer.</p> <p>Obtain PYC place cards from the Vice Commodore or purchase others. If you choose to purchase place cards, keep the receipt for reimbursement by the Club Treasurer.</p> <p>These people will collect money for dinner and raffle tickets the night of the event.</p> <p>The value of each basket should be approximately \$40. Keep receipts for reimbursement by the Club Treasurer. Some club members are willing to donate gift baskets.</p> <p>Table placements include the following tables: (1) reception, (2) hors d'oeuvres, (3) coffee, and (4) raffle basket. It is suggested that coffee and hors d'oeuvres tables are separate.</p>

First of December	<p>Contact and remind the Club Treasurer to bring a cash box for dinner ticket money.</p> <p>Contact the facility manager to confirm number of attendees.</p>	<p>The cash box will contain \$100 in small bills for making change.</p> <p>Include the band members in the number provided to the facility manager. The club provides dinners for them.</p>
Morning of the dance	<p>Decorate.</p> <p>Write place cards and put on tables.</p>	<p>This includes placement of dinner, reception, hors d'oeuvres, coffee, and raffle basket tables. Decorate the dinner tables.</p> <p>When making reservations, people will often request seats with other club members or guests. Place cards together at tables to accommodate requests. You will need to make decisions on placement for people who have not requested special seating.</p>
Evening of the dance	<p>Host the reception table to collect money for dinner and raffle tickets.</p> <p>Account for monies.</p> <p>Conduct raffle.</p> <p>Remove decorations after dance.</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>You will need:</p> <ul style="list-style-type: none"> • 2 containers which can be used for the raffle tickets and the raffle ticket money. • A cash box for dinner ticket money. The Club Treasurer will bring the cash box, which will contain \$100 in small bills for making change. • A list of attendees. • A sign for the reception table indicating the price of raffle tickets. <p>Dinner Ticket Money</p> <ul style="list-style-type: none"> • As people pay for dinner tickets, check names on the list of attendees. This will be used for accounting for funds and for billing those who signed up but did not come. • After everyone has paid for dinner tickets, give the money and list to the Steward or the Vice Commodore. <p>Raffle Ticket Money</p> <ul style="list-style-type: none"> • Count the money and give it to the Steward or the Vice Commodore. <p>The Vice Commodore will conduct the raffle.</p> <p>Removal may be required by the facility manager immediately after the party.</p>

Thank you for volunteering.