

## Past Commodores Cocktail Party

The date of the Past Commodores Cocktail Party is set by the Social Committee. The current Commodore is the Chairman of this event.

July 1st	<ul style="list-style-type: none"> <li>• Obtain Club stationary from the Secretary or PYC invitations from the Vice Commodore.</li> </ul>
Mid-July	<ul style="list-style-type: none"> <li>• Obtain a list of Past Commodores and spouses (both members and non-members) from the Club Secretary.</li> <li>• Hand write an invitation to each Past Commodore with RSVP to the Club Steward.</li> <li>• Decide a decoration theme. Keep receipts for any purchases.</li> <li>• Suggestions:             <ul style="list-style-type: none"> <li>○ large vase of flowers on the buffet table</li> <li>○ flowers on the fireplace mantle</li> <li>○ flowers on the bookcase in the entrance hall</li> <li>○ vases on a few small tables for four</li> </ul> </li> <li>• Provide "special" name tags for Past Commodores and their spouses.</li> </ul>
Day of the Party	<ul style="list-style-type: none"> <li>• Decorate.</li> <li>• Have at least 2 people at the reception table to check people in and collect monies. Give money and list to Steward.</li> <li>• The Commodore and/or spouse will welcome Past Commodores and give out name tags.</li> <li>• The Commodore will introduce Past Commodores.</li> </ul>
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.**