

Guidelines for Running A Social Function

1. Form a committee. Consider planning, work during the party and clean up.
2. Decide on music or entertainment and hire as soon as possible.
3. Decide on food (hors d'oeuvres and deserts, full meal, served or buffet, catered, home cooking, etc.) Hire whatever you need as soon as possible.
4. Plan and budget including all costs. Remember to include invitations, stamps, decorations, club steward, food and music. Determine cost per person for the event including ALL of these factors, based on approximately 50 people attending.
5. Contact the Secretary for mailing labels or consider using email to save on mailing costs. Regular and Associate members are invited to all functions. Invitations should be sent out one month prior to the function.
6. Accurate records must be maintained indicating who has attended and the amount each has paid and how (cash or check). Receipts must be attached indicating money spent. Use the Social Expense Report to report you financial accounting.
7. **Receipts should be taped to letter size paper so each one can be seen rather than lumped together in a single pile.**
8. **Funds required in advance for deposits may be obtained from the Treasurer. A minimum of one week's notice is required. When additional checks are required for the day/evening of the event, it is your responsibility to contact the Treasurer in advance so the checks will be available.**
9. The Vice-Commodore must be notified one week in advance regarding events taking place at the club concerning and house and grounds details.
10. The bar chair(s) must be notified in April or the beginning of May, for ordering purposes, of any special alcohol that needs to be ordered for summer parties. **It is the Party Chair's responsibility to provide a bartender for their party.**
11. Prior to the event, a written or oral report should be presented at a board or general meeting regarding progress of the event planning.
12. **A final report must be submitted after all paper work is completed. The report is to be presented at the next board scheduled meeting.**
13. **Three copies of the final report will be required. One will go to each of the following:**
 - a. Social Chairperson
 - b. Treasurer
 - c. Social Obligations chairperson
14. **Income from 50/50's, raffles, tournaments are considered separate income and should not be included in the parties profit/loss calculations**
15. Electronic versions of the required forms are available on the clubs web site in the Members Only section of the club web site.