

MOORE AREA SHAG SOCIETY SOCIAL HOST PROCEDURES

THE MOST IMPORTANT ROLE FOR THE EVENING IS TO MEET/GREET FIRST TIME VISITORS AND HELP THEM FEEL WELCOME BY INTRODUCING THEM TO SOMEONE OR FINDING THEM A SEAT.

1. Check email & web site to see who has also volunteered for your month. Feel free to include additional team members.
2. The budget currently allows for up to \$25 for **special decorations** for regular socials. Keep your receipts so you can be reimbursed. The club keeps **dinner plates, napkins, forks & spoons in our closet** at all times as well as **some votives, tea lights and a variety of candle holders, mirror tiles and some miscellaneous décor.** (See Inventory of Decorations for Socials List.)
3. There are 15 round tables (about 80" diameter) and 2-4 long tables (about 8') for the food & one long table for guests to sign-in. The **15 round fabric tablecloths and packs of white plastic tablecloths for food tables are also in the closet.** Food should remain covered until a little after 7 p.m. OR until the president has greeted everyone.
4. Arrive between 5:30 & 6:00 PM (depending on how much prep time you think you will need to decorate.) Or you may choose to decorate in the afternoon around 2 p. m. **Expect members & guests to begin arriving around 6:45 so the Host Team should be ready to greet and assist with sign-in and food tables by 6:30.**
5. The team captain will receive funds from the Treasurer (or Sgt-at-Arms) to set up the cash box. The hosting team is responsible for the cash box and door coverage for the evening. **The cash box cannot be left unattended.**
6. The Sgt-at-Arms (or designee) should see that the process at the door runs smoothly and help as needed. Typically, the sign-in table is shut down at 9:30. The Sgt. At Arms counts the money in the cash box, and assemble all checks. Cash box, funds collected, and completed membership forms and "Social Intake Form" should be returned to the club President or Treasurer for safekeeping.
7. **It is up to the 'TEAM' to determine:**
 - a. How/ what to decorate and the theme you prefer. Let the President know at least two weeks in advance if you want communication sent out about the 'theme' or any special food or type/color of dress you want to feature.
 - b. Who will work the door & for how long (\$10 for Associate Members and all guests; \$7 for Full Members).
 - c. Who will handle the 50/50 drawing. This includes selling the tickets, counting the money, and separating it in two equal amounts for the club and the ticket winner. The time of the drawing is around 10 pm. A board member will announce the drawing.
 - d. The **TEAM** stays to clean up and double check the basic supplies for next month and let a Board Member know if need replacing.

IT'S YOUR CLUB AND YOUR SOCIAL – DO AS MUCH OR AS LITTLE AS YOU WANT

BUT BY ALL MEANS KEEP IT SIMPLE & HAVE FUN !!!