

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. Sign up on Monthly Poster Board to serve on a Host Team for a month that is convenient for you. Basically, there are two duties: Check in members and guests at the entry door for a one hour period or sell 50/50 tickets. Each Social requires four teams of two people. Sign up for the time and duty that you choose.

Three two-person teams work at the door for one hour (6:30-7:30, 7:30-8:30, 8:30-9:15) and the fourth team sells 50/50 tickets.

2. Expect members & guests to begin arriving around 6:40 so the First Team Members should arrive by 6:30. The MASS Treasurer or President will be there with the cash box. The Host Team is responsible for the cash box and door coverage for the evening. The cash box cannot be left unattended.

3. 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 9:15. The Sgt.-at-Arms counts the money in the cash box, and assemble all checks. Cash box, funds collected, and completed membership forms should be returned to the club President or Treasurer for safekeeping.

4. The entry fee is \$10 for current members and new members. A MASS membership form must be completed by new members and existing members must initial the Sign-In Sheet.

5. The 50/50 Team is responsible for selling the tickets, counting the money, and separating it in two equal amounts for the club and the ticket winner. Then take the ticket stub jar and the money to the MASS President for the drawing. Drawing is usually held midway of the dance. Therefore, 50/50 tickets may be purchased after you sign-in or early in the evening.