

Procedures For Amberly Social Events.

10/1/2019 (Revised 3/2/2022)

Planning

Choose the date, theme and menu.

Confirm the date is free by checking both the RW and Amberly calendar.

Complete and submit the Event Budget Worksheet to determine the cost of the event.

Please Note: To keep our supplies stocked in the Activity Center, plan on reimbursing the social account \$1.00 pp. Please note this cost covers, trash bags, plastic wrap, dish soap, coffee, sugar, paper table clothes, etc. Make of list of supplies needed. Check with Social Committee as to what is already available in storage.

Inside events are limited to 60, outside events are limited to 120 or less. This will be determined by the Party Host/s taking into consideration space needed for entertainment, dance area and safety issues.

Reserve the date on the social center calendar which is located in the Center in the second drawer under the counter on the left end.

Purchase any decorations or other paper products needed and SAVE the receipts for reimbursement or use Amberly Social Club Debit Card or Check

When using a vendor, ask for a contract and you should use Amberly Social Club Debit Card or Check for any deposits.

Each Host can decide if they would like to hold a Split The Pot. The proceeds can be used to offset any expenses. You may have multiple winners if you advertise it as so.

When choosing the time for your event, you MUST consider the weather conditions and also the heat of the sun. Midday parties are not recommended. In March sunset is late and the party should start at 6:00.

You MUST have a plan in the event of rain. This can be any of the following: Cancel, have a preselected rain date, or move the party under the carports.

If planning to use the sound system, please talk to someone on the social committee **prior** to the event to become familiar with the equipment.

Selling tickets

If your event will require pre purchased ticket please consider the following:

A common method is to assign volunteer sales people for each building. Have each sales person keep a log of who has purchased tickets. You can decide what will be used as the actual ticket (name tags, ticket stub, wrist band or other). Designate a date to close ticket sales and collect all money from building sales people and give funds to Social Committee for deposit. DO NOT USE THIS MONEY TO give deposits or to buy supplies.

Setup

Make a diagram of the tables, chairs and serving tables. Diagrams of some prior party layouts may be available from social committee or prior party hosts.

You may consider setting up in two stages: First, use only the volunteers needed to set up all tables and chairs (Six people is plenty). Second, once you have the tables in place, then others begin to do the table clothes and decorations.

Set up should take place as close to the starting time of the event as possible, so not to limit the use of pool and hot tub by other residents.

An email announcement can be sent requesting help for set up (see Mary Czajka) and you will have plenty of help.

Be ready: if it starts at 5:00 you know some will arrive 15 minutes early.

Assign people to help receive food items if it is a covered dish, and to act as servers as guests go through the food line. This keeps the line moving and portions can be regulated.

Let the guest know what you expect of them by directing them as they arrive, examples: “enjoy a cocktail until everyone arrives”, or” you may help yourself to an appetizer or the food will be served at.... or please wait for a welcome”/ blessing, etc.

Be very aware of any first-time guests and help them find a seat.

If serving coffee, it takes 45 minutes, so have someone assigned to set it up and turn it on prior to the party.

Clean up: If you need help, ask for it. Usually everyone pitches in. But you may assign certain tasks. Example: gather trash bags and take to dumpster, or clean the coffee pot, or sweep the floor.

You will be responsible for making sure the area is clean and furniture is replaced to original position.

Left overs: if it is a covered dish please ask everyone to take care of their own serving plate. If it is a catered event, make an announcement after everyone has had seconds that the left overs can be taken home.

You can provide trash bags attached to the pool fence. (Not that classy, but it does the job.)

Bring dish cloths and dish towels. Remove all food from the refrigerator, check lights, ac and doors before leaving.

You may still have questions, please do not hesitate to ask a member of the social committee. We will be glad to help!

Thank you

Ron and Mary Czajka akjazzc@att.net

Amy Picotte wellsme@live.com