

EVENT NAME: Summer Party		EVENT DATE: July 18		
TASKS	DATE	WHO	STATUS	NOTES
<b>PRE-EVENT</b>				
Reserve Venue	Dec, 2023	President	Done	
Solicit for Host(s)	Jan 2024	Event Coordinator	Done	
Research Caterers & menu options		Host(s)		
Finalize Caterer, Menu to set price and present proposal to the Board		Host(s)		
Upon Board Approval, have Caterer sign <a href="#">Club Caterer Contract</a>		Host(s)		Treasurer will send a check if caterer requires a down-payment
Add Event to the Club Calendar	Dec	Anne Squire	Done	
Start advertising event: Save the Date	June 1	Molly Clopp		
Announcement 1, 2, 3 plus send text of Rossmoor News Articles		Molly Clopp - Announcements Sue Wetzler - Rossmoor News		
Add pricing to Event Details. Add Volunteer Request to Registration form and enable. Add deadline for registering		Molly Clopp		Volunteers needed for Set up & clean up; distribute dessert unless caterer is serving
Track registration numbers against minimum required by caterer	?	Molly Clopp - Registration #s		
Final count to Caterer (due date on contract), confirm menu	?	Host(s)		
Confirm site plan with Rec Dept and mic/sound system setup	by July 8	Host(s)		
Check Storage lockers for name tags, table numbers				
Purchase water/dessert and any supplies not provided by Caterer after checking Storage Lockers				Costco ? Volunteers can help purchase and store
Send reminder email to attendees	July 15	Molly		
Send reminder email to volunteers	July 15	Molly		Set up & clean up; distribute dessert unless caterer is serving
Get check from Treasurer for final payment - you may have to fill in exact amount if cost is per head actually served. Get cash for tip(s).	July 17	Host(s)		Cash tips are claimed on Expense Form for reimbursement.

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<b>DAY OF EVENT</b>				
Meet with volunteers 45 minutes prior to event to review task list	July 18	Host(s)		
Rossmoor Rec Dept will deliver mic & sound system	July 18	Rossmoor Rec		
Put drinks in Hillside fridge unless caterer is serving	July 18	Host(s), volunteers		
Bring Organics trash cans out to picnic area from Hillside kitchen	July 18	Host(s), volunteers		
Check tables - wash as necessary, bring cleaning supplies	July 18	Host(s), volunteers		
Set up check-in tables with lists of paid attendees and blank name badges	July 18	Host(s), volunteers Molly will provide list of PAID		
While diners are finishing main meal and depositing trash in bins, put out dessert	July 18	Host(s), volunteers		
Clean up trash and put it in trash bins in parking lot (cans to recycling)	after party is over	Host(s), volunteers		
Wait for Rossmoor to pick up sound system	after party is over	Host(s), volunteers		
Pat yourself on the back! Great job!				
<b>POST EVENT</b>				
Fill out <a href="#">Event Evaluation</a> and <a href="#">Expenses Report</a>	7/22			
Return unused goods and borrowed items to the Storage Cabinets	7/22			