

**INSTRUCTION FOR THE DANCE SOCIAL/BUSINESS MEETING HOST(S)**

All members are asked to volunteer for at least one social (and business meeting) during the year by signing up when asked by the Social Chairperson. Generally, the “team” should consist of 4-6 people. Please keep in mind that these are intended to be team efforts – please plan to do your fair share.

There are two parts to this project. One is to provide snacks for the business meeting in the month you are going to be hosting the dance social. The other is the dance social itself.

Out of pocket expenses will be reimbursed when submitted to the Treasurer (please prepare an expense report that itemizes the items and totals the amount to be reimbursed). While there is no budget per se, we would appreciate cost-consciousness and suggest as a guideline a range of \$250-\$300 in total. Coffee supplies and paper and plastic goods/utensils are budgeted separately from the Hosts’ budget.

**Special Events**

The Club has designated November as a Special Events (Holiday Social) that is a catered event with a dinner). In addition, the club’s Coronation, which is generally the 2<sup>nd</sup> Saturday in October, is also a catered affair.

**Available Resources:**

- Coffee, paper goods and plastic goods/utensils and plastic table covering for the serving tables are generally provided by the Ways and Means Committee.
- **Table cloths** used for dance socials **round tables** are provided by Ocean Hills CC.
- Music system and computer (Music Committee – Peter/George setup and play music for dance social)
- List of Decorations in storage at CubeSmart at Watson Way in Vista (off Sycamore) – Please see Social Chairperson for access information to the storage area.

**Business Meeting** (1<sup>st</sup> Tuesday of the month – precedes the dance social)

Provide small finger foods and/or desserts including a juice or other drinks. Serve everyone (generally 25-30 people) during the break time. Pack up and clean the kitchen afterwards.

Coffee maker, coffee, sugar/reamers, cups, etc. – Eckhart brings to the business meeting and sets up/breaks down.

**Dance Social** (generally 4<sup>th</sup> Sunday of each month except December – expected attendance of 70-90 people)

**Prior to the dance social:**

- Select a theme for the dance social.
- Inform the Social Chair of your theme and whether or not you need help with the flyer.

- Designate a spokesperson to discuss hosting responsibilities, food, decorations and report expenses.
- Prepare a flyer to advertise the dance social, including the theme and the dance lesson for that evening. Any questions about how to prepare the flyer, coordinate with Geri Deutsch.
  - Note: There are 2 flyers for the dance social: one for PSD and one for Ocean Hills CC. Be sure to note on both flyers that **all** attendees must RSVP to the Corresponding Secretary. This places non-OHCC residents on the gate entry list and helps with planning food and seating.
  - If you are making your own flyer, coordinate with Geri on specific wording required on the Ocean Hills CC flyer.
- Provide the flyer to the Corresponding Secretary for distribution to our list of e-mail contacts.
- The Committee has the option of considering whether to offer a special attraction as part of the social (dance exhibition, dance contest, etc.) If the special attraction involves inviting or hiring non-Palomar Chapter guest(s), you must present your plan to the membership no later than the meeting prior to your team's dance social for approval and guidance on any cost or fees.
- Plan the table decorations
  - Check the Palomar Chapter inventory list to see which items, if any, you can use for the dance social decorations.
  - Assign responsibility for picking up the items from storage.
  - Purchase **only** when necessary
- Plan a list of foods to provide for the dance social. Coordinate with fellow hosts. As of March 2017, only the November Holiday Social is catered. All other socials will be light snacks.

#### The Dance Social:

- Plan to have change (15 one dollar bills should be sufficient) for admissions. (Provided in folder from Social Chair.)
- Social Chair, will give "Social Host Packet" to Social Host team at Monday's dance lesson prior to the social. If no Social Host member is at dance lesson, Social Chair will bring to the dance social by 5pm.
- Social Host Packet includes: \$15 change in one dollar bills, reimbursement forms, envelopes and pens, sign-in sheets, door prize tickets, & envelopes. Door prize(s) - normally free entry to a future social.
- Arrive at 5:00pm to decorate the tables. Ocean Hills provides table clothes for round tables. We provide covering for food serving tables. Disposable table coverings should be in storage bin. Coordinate with Ways and Means Chair, if necessary.
- Decorate the tables per committee discretion and set up for serving the food.
- Place cups on tables and water pitcher filled with ice and water on each table.
- Put out all the plastic utensils, paper plates, and paper cups for coffee, creamer and sugar for the coffee.

- We always provide our own coffee, which is in one of the bins for the social. Note: Ocean Hills sets up *their* coffee maker for our social. Ocean Hill's staff *may* already (as a courtesy) have coffee prepared, or prepare our coffee.
- Put the food out during the dance class session. (Perishables near 6:45pm).
- Have all guests sign in and collect money at the entrance prior the dance class and afterwards. If possible, have two team members at Check-in table to expedite money collection and check-in.
  - Sign-in sheets should be segregated between member and non-member attendees. Members can sign in by adding initials beside their name.
  - Entrance fees are \$10 for non-members and \$7 for PSD/NSD members & OHCC residents.
  - A team member should be designated to watch for late arrivals.
- Provide each guest a ticket for the door prize drawing (be sure to hold 2<sup>nd</sup> part to place in the bowl for the drawing).
- Reconcile monies received to the sign in sheets and give money collected to the chapter treasurer with the sign in sheets.

After the dance social (Around 9:50-10:00 p.m.)

- All remaining club members should help with the tear down of the tables and decorations.
- Remove tablecloths and return to Ocean Hills staff. They suggest we leave them bundled on the table tops
- Return all the water pitchers and bowls to the kitchen.
- Put away all the extra utensils, paper cups, creamers, sugar and return them to storage.
- Everyone must vacate the room by 10:00 pm.
- Check to make sure no one has left anything in the room.
- Designate a team member to return decorations and supplies to storage (please restore them to their assigned location in the storage room.) **before** the next business meeting so the following team will have the supplies needed.