

## PSD Social Team Guidelines Check List

<b>Preparation Prior to Dance Social:</b>	
1.	<p>Convene Social Committee for a strategy session in a timely fashion:</p> <ul style="list-style-type: none"> <li>• Select Team Leader and assign specific duties to each team member</li> <li>• Each member's expenses are to be itemized on PSD Expense voucher for reimbursement by Treasurer. <i>Vouchers are in supply tub</i></li> <li>• Total Social expenses should be approximately \$250</li> </ul>
2.	<p>Select a theme for the dance social.</p> <ul style="list-style-type: none"> <li>• <b>Immediately</b> prepare flyers for social or ask assistance from Geri Deutsch.</li> <li>• Plan decorations &amp; menu.</li> <li>• OHCC tall glass vases and round mirrors—in pantry—are available for our use.</li> <li>• Food signs are helpful for those with dietary restrictions.</li> </ul>
3.	<p>Provide flyer to Corresponding Secretary, Social Chair(s) &amp; Web Manager for distribution:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:PSDCorSecretary@gmail.com">PSDCorSecretary@gmail.com</a>, <a href="mailto:PSDSocialChair@gmail.com">PSDSocialChair@gmail.com</a>, <a href="mailto:PSDWebManager@gmail.com">PSDWebManager@gmail.com</a></li> </ul>
4.	If desirable, select possible dance exhibitions, performances.
5.	<p>Collect &amp; inventory supply tubs from previous team at monthly meeting:</p> <ul style="list-style-type: none"> <li>• <b>Costco bulk supplies and the \$Store are strongly recommended.</b></li> <li>• Napkins for food &amp; dessert tables: 200.</li> <li>• Clear plastic drinking cups for both water and/or wine: 150.</li> <li>• Coffee cups: 50.</li> <li>• Kirkland (Costco) decaf coffee: at least ½ can. <i>OHCC makes the coffee.</i></li> <li>• Creamer, sugar and coffee stirrers.</li> <li>• Sturdy Medium plates, Dessert plates, and/or bowls—as needed: 120 each min.</li> <li>• Plastic forks, knives &amp; spoons: 120 each.</li> <li>• Serving platters, bowls &amp; serving utensils: 4-6 each (Dollar store).</li> <li>• Saran wrap, roll of paper towels.</li> <li>• Orange grounded electric cord.</li> <li>• Sandwich/cheese pick if needed.</li> <li>• 4 plastic rectangular table cloths for food and dessert tables to match theme. (<i>OHCC provides the round white table cloths</i>).</li> <li>• Raffle tickets &amp; expense vouchers.</li> </ul>
6.	Get Social Envelope: Sign in sheets, raffle prizes, pens, \$ for change from Social Chair(s) <i>Antonia Q.</i>
7.	Provide special music requests as needed to Music Committee--Peter & Len—3 weeks before.
<b>Day of Social:</b>	
<b>Set Up</b>	<p>Team arrives between 4-5pm:</p> <ul style="list-style-type: none"> <li>• Table cloths on food tables: Two tables against wall near kitchen, two tables against wall under clock.</li> <li>• Set up decorations.</li> <li>• Put plastic cups on tables.</li> <li>• Retrieve water pitchers and bowls for ice and place on carts for later filling &amp; distribution at about 5:45pm.</li> <li>• Set up Sign-in Table with check-in sheets &amp; pens, raffle tickets--staffed with 2 team members.</li> <li>• Prepare food for 7pm serving.</li> </ul>
<b>Take Down</b>	<p>At about 9:30ish begin clearing tables:</p> <ul style="list-style-type: none"> <li>• Return water pitchers, ice bowls &amp; other OHCC items to kitchen.</li> <li>• Leave bundled table cloths on the tables.</li> <li>• Package remaining savable food items for use at following month business meeting.</li> </ul>
<b>Business Mtg</b>	<ul style="list-style-type: none"> <li>• Bring left over food &amp; drink items to serve 35 people—supplement if necessary.</li> <li>• Assure that supply tubs have sufficient paper and plastic supplies for 50 including serving utensils and platters as needed.</li> </ul>

