

## **Huggers Ski Club, Inc. Policy Manual 1.6 Party Planning**

Revised May 4, 2020

### ***A. Preliminary Planning***

#### 1. Present to Board

- A. Date options
- B. Start/finish times
- C. Proposed venue and rental cost
- D. Theme
- E. Whether dish to pass or catered.
- F. For dish to pass meal, decide if attendees or club will provide dessert.
- G. Member and non-member charge. Charge for person not bringing dish.

Normally free if it is a general meeting unless it is catered.

H. There must be volunteer servers for the main course for catered events so there is enough main course for everyone.

H. Proposed activities before the meal (hikes, contests, etc.)

J. Wine and Beer brands must be board approved

2. Reserve a lodge or hall large enough to accommodate the expected number of attendees.

3. Create a budget proposal and submit to Board for approval. Do not spend more money than has been approved. Only the amount that has been approved will be reimbursed.

4. If dinner will be catered, sign the contract with a caterer after Board approval. See HSC Policy 1.1 Contracts and Reservations.

5. Create a flyer and submit to Board for approval. Then give the approved flyer to the newsletter editor for inclusion in the next newsletter publication.

6. Ask the Social chairperson to put the event in the Huggers calendar and MeetUp.

7. Decide if you want to create a committee to help. See Committee Member document.

8. Consult with Property chairperson to see what is available before purchasing supplies and beverages.

### ***B. Lodge/Hall checklist***

1. Find out payment requirements.

2. Present contract to Board for approval and signature

3. Find out who will unlock the building

4. Find out cleanup requirements and time building must be vacated.

5. Recruit people to set up and to clean up and put away tables and chairs.

6. Plan the welcome/check-in table and staffing, money envelope, sign-in sheets, and new member forms.

7. Plan music if any.

8. Plan decorations if any.

### **C. Dish to Pass Planning**

1. Decide how to split up the courses. Example: A-G: appetizer, H-L salad/side dish, M-R hearty dish, S-T Fruit Salad, U-Z Dessert. (You can change this distribution.) Otherwise pay (example) \$20 at the door for dinner. Wine, Beer, Pop, and Water provided by HSC.
2. Beer: 1/4 keg (82 12-oz. can equiv.) Get both regular and lite beer (if you're expecting 100 people or more. If a keg is purchased either get keg bucket from Property chairperson or rent from the keg vendor. Get a volunteer to set up a beer tap. If you're providing cans instead of a keg, get the equivalent in cases.
3. White Box wines should be put in the freezer two hours max before the party to keep cold but not frozen or keep them in the fridge. Ask the store for a discount

### **D. Pre-dinner activity planning**

1. Decide on activities
2. Recruit volunteers
3. Obtain needed supplies. Check with Property to see what the Club already has.

### **E. Creating a flyer**

1. Ask Newsletter chairperson for some samples that you can modify.
2. Include:
  - a. The name Huggers Ski Club, Inc. is required at the top.
  - b. Release: "The Huggers Ski Club, Inc. (HSC) and its directors, officers and representatives are not liable for any losses, damages, or claims arising from any personal injury or property damage that may occur during or in relation to any HSC activity, event, or trip. All participants acknowledge, accept and are bound by all terms and conditions of event contract(s)."
  - c. Title of event.
  - d. Day of week, date, address, schedule of events, hosted-by name (and if RSVP, phone number.)
  - e. What to bring. List course assignments as decided during planning.
  - f. Cost: as approved by the Board.
  - g. Anything else to bring.
  - h. Graphics or photos.
  - i. If payment in advance is required, provide name and address to send check, made out to "Huggers Ski Club, Inc." Include cut-off date.
3. Do NOT:
  - Mention gambling, door prizes, or games of chance of any kind.
  - Allude to any illegal obscene activities.
  - Include advertising of a commercial (for profit) nature.
  - Use any syndicated logos.

**G. Sample Proposed Budget**

<b>Huggers' Ski Club Event: Summer Party 2019</b>	
<b>Proposed Budget</b>	
<b>Date of Event: August 3, 2019</b>	
Chairpersons: Ingrid Hunte and Charles Hernandez	
Estimate based on 100 attendees:	
<b>Item</b>	<b>Proposed</b>
East Brook Lodge, 477 Eastbrooke Lane, Rochester 14618	\$100.00
Beer: 1/4 keg (82 12-oz. can equiv.) Or equivalent in cases for the attendee estimate. There are 24 to 30 cans per case.	\$100.00
Wine: Buy 3-liter boxes: 1 Pino Grigio, 2 Cabernet, 3 Chardonnay @ 17.99 ea. plus tax.	\$120.00
Water (two packs), Ice, 4 @ 4.50, Soda 8@ \$0.89	\$35.00
Table covers, cups, plates, cutlery, garbage bags	\$85.00
Name badge stickers	\$7.00
<b>TOTAL</b>	<b>\$450.00</b>
Proposed pricing: If person does not bring dish to pass, \$20 fee.	
Member Price	\$ 0.00
Non-Member Price	\$8.00

**H. Send Final Budget to Treasurer with copies of all receipts for reimbursement.**

<b>Huggers' Ski Club Event: Summer Party 2019</b>		
<b>Final Budget</b>		
<b>Date of Event: August 3, 2019</b>		
Chairpersons: Ingrid Hunte and Charles Hernandez		
Estimate based on 100 attendees:		
<b>Item</b>	<b>Proposed</b>	<b>Actual</b>
East Brook Lodge, 477 Eastbrooke Lane, Rochester 14618	\$100.00	\$ 150.00
Beer: 1/4 keg (82 12-oz. can equiv.) Or equivalent in cases for the attendee estimate. There are 24 to 30 cans per case.	\$100.00	\$ 120.98
Wine: Buy 3-liter boxes: 1 Pino Grigio, 2 Cabernet, 3 Chardonnay @ 17.99 ea. plus tax.	\$120.00	\$ 120.16
Water (two packs), Ice, 4 @ 4.50, Soda 8@ \$0.89	\$35.00	\$32. 21
Table covers, cups, plates, cutlery, garbage bags	\$85.00	\$70. 43
Name badge stickers	\$7.00	\$6.98
<b>TOTAL</b>	<b>\$450.00</b>	<b>\$500.76</b>
Proposed pricing: If person does not bring dish to pass, \$20 fee.		
Member Price	\$ 0.00	Non-Member Price
\$8.00		

