

2017 OLYC Social Duty Information

WTW

**Hosts:**

Date: Friday  
Time: 6:00 pm

**Host Duties:**

Before the event:

* Provide Kathy with a list of any special items that need to be purchased or provided.
* Talk your party up! Invite friends and neighbors to "your" party!

During the Event:

* Open up and set up before event – Plan to arrive at least 30 minutes before guests are to arrive. If you plan to prepare food at the club, please plan to arrive at least 1 Hour prior to the event. (please let me know if you have a key or the code orif you need me to be there at before 5:30)
* Put out and restock snacks and greet guests. The yacht club will provide chips and salsa or some other casual snack and there are always nuts or pretzels behind the bar.

After the Event:

* **Clean up** – Wash dishes, vacuum, wipe down counters, clean bathrooms, empty trash into dumpster outside. Replace trash bags in cans. **If complete cleaning is not done, a cleaning fee** **will be charged to your account.**.
* Lock up and turn off lights after event. You are expected to stay until all your guests have gone.

Helpful Information:

* The club will provide plates, napkins, one snack (usually chips and salsa or cheese dip) and you can make popcorn. If people ask for pizza, you can make it with the instructions on the wall but you need to charge $2.50 for 2 slices and they must either pay cash or you need to keep a list of member and cost.
* Bartenders have been assigned for this event.
* There is a lock box by the front door where a key can be found for access and to lock up after an event. (let Kathy know if you need the code)

Thanks for hosting!

If you have questions, please contact Event Manager - Kathy Wiseman   
Phone: 262-424-1684   
Email: [katek1957@yahoo.com](mailto:katek1957@yahoo.com)