

2017 OLYC Social Duty Information

Club Luncheon OR Brunch

**Hosts:**

Date:
Time: 12:00 pm

**Host Duties:**

Before the event:

* Provide a menu to me, Kathy Wiseman by the Wednesday before the event so that I may send out an invitation.
* It is your responsibility to purchase or order all the food but if you need Kathy to pick up one or two items at SAMs or Costco, please let her know no later than Thursday.
* If you plan to cater the event, please discuss with Kathy prior to contacting the caterer. Catering is fine as long as we don't lose money. We charge $6 pp.
* Provide Kathy with a list of any special items that need to be purchased or provided. We do have a large fry pan that could be used for meat or sauce, a very large sauce pan for pasta, and an oven with some aluminum pans.
* We have condiments such as Ketchup, Mustard, Mayo, Salt, Pepper, Sugar, Olive Oil, etc. so please discuss with Kathy before purchasing these types of items.

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 or if you need me to be there at 11:00)
* Serve food to your guests

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.**
* You are expected to stay until all the guests are gone. Lock up and turn off lights after event. Contact Kathy for the lockbox code.

Helpful Information:

* The club will provide plates, napkins, etc .and a sign-up sheet for people to indicate, cash, credit card, or on account. Kathy will log on account meals in the bar system.
* We have aluminum chafing dishes and two Nesco Roasters and one Crock Pot available for use.
* 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.

Thanks for hosting!

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