

Event Checklist

Prior to Event:

- First, obtain approval from the Recreation Committee Chair person that the date is available by sending an email to V3recreation@v3assoc.com . Enter **Event Approval** in subject box
- **Sale of alcoholic beverages in any common property area is prohibited.**
 - When stated in an event planning checklist, alcohol consumption is authorized in one of two ways: BYOB, or if the alcohol is donated for use at that event and is not part of the cost of the event entry fee. Under no circumstances may someone buy liquor for an event and then get reimbursed by the association.
- After receiving approval, the necessary forms are available in the clubhouse every day, between **06:00am-6:00pm** or from the Venturethree.org website under the **Event Planning Forms** .
- Folders contain all forms required to complete your event.
 - Food Events Forms (potlucks, Supper Club, food events that require sign up or tickets)
 - Poolside Café Forms (outside BBQ or food events that do not require sign up)
 - Special Events Forms (dances, V3 Café, etc.)
- Create a flyer to advertise your event on the community channel (99)/V3 Website/TV monitor in the clubhouse and submit the flyer to chairperson. The flyer must be in a Word or PowerPoint document format.
- Advise the office (Tel: **772-229-2333 ext. 2**) no later than the Friday prior to the event of the following:
 - ✓ Table set up requirements (diagram of preferred set up would be appreciated)
 - ✓ Event times (Front, back, and bathroom doors will be unlocked by property mgr.)
- Put sign-up and table assignment sheets in the round room one week prior to your event.
- Obtain keys to clubhouse facilities and seed money at Tuesday's recreation committee meeting
- Check #10 room, located in the kitchen near the exit door, to ensure you have sufficient supplies. Complete the form (**#10 Room Supply Order List**) and submit to Rec. chairperson.
- Form committee and assign tasks to members: (use **Blank Work Assignments** form)
 - Registration table -2 people per table and two tables if more than 120 attending
 - 3 people on dessert table and 4 people on sides tables(2 tables)
 - Master of ceremonies
 - Room decoration (4 people is recommended). Supplies for decorating can be found in the storage room located at the rear of the west room on the right.
 - Assign 1 person responsible for controlling the Air Conditioner (**instructions below**)
 - Coffee/ice- water buckets–water-salt& pepper on tables (2 people)
- Prepare registration form for each sign-up table (**Event Registration Form**)

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Day of event:

- Advise committee members what time to be at clubhouse to prepare the rooms for your event. (suggested time 11am)
- Meet at clubhouse prior to the start of your event (suggested time 1 hour prior to the social)
- Monitor side dishes to ensure they are evenly distributed. Cut off side dishes after sufficient portions have been reached.

- **Registration table:**
 - Provide instructions on how to complete the registration form
 - Provide seed money (4 X \$5.00& 2 X\$10.00) , indicate amount on seed envelop
 - Ask to obtain birthdays, anniversaries to be given to MC
 - Host verifies total money collected at tables once registration is completed
- **Other income table:**
 - provide instructions on how to divide prizes
 - prepare seed money(10 x \$1.00 and 4 X \$5.00)indicate amount on envelop
 - Host verifies total money collected at tables once the sale is completed
- **Room Set up:**
 - Set up room around 11am day of event
 - Table numbers and stands are in the #10 room in a small plastic bin
 - Tablecloths and decorations are in West room storage closet
 - Placemats, plastic white table cover rolls and other items needed for preparation are in #10 room
 - Distribute trash cans evenly in the room (remove lids for easy access)
- **Vegetable Table:**
 - Put white plastic table cloths on tables for easy clean up (located in #10 room)
 - Serving utensils located in kitchen
- **Dessert Table:**
 - Put white plastic table cloths on tables for easy clean up (located in #10 room)
 - Separate dessert plates prior to cutting desserts
 - Keep a pitcher with water to clean cutting utensils
- **Kitchen:**
 - Allow ovens to preheat 1 hour before use.
 - #10 room is next to sinks and outside door (use #10 key on the event key ring)
- **Air Conditioner:**
 - Put post-it on AC with the name of committee member responsible for unit
 - Temperature for food events 73 degrees and for dances 71 degrees

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After event:

- **Host is responsible to ensure the kitchen and clubhouse facilities are left clean**
- Empty ice only in large aluminum sinks in kitchen next to the #10 room
- Empty all trash cans
 - Transfer the trash bags from the clubhouse, to the large trash bins located outside at the back access door
- Leave table cloths on the work table in the kitchen to be washed
- Turn off Air Conditioner
 - In main room (set to 80 degrees)
 - In round room (set to **unoccupied**)
- Lock # 10 room
- Lock kitchen main door
- Ensure **all** doors are closed and locked
- Prepare event report
 - Complete the event report and include all receipts
 - Give summary of profit to recreation committee on the Tuesday following the event
 - Provide as much information on the back of your report for the next host. Include information such as:
 1. where main dish was purchased
 2. provide contact name and telephone number
 3. Rate supplier (would you use them again)

Mentors available for support:

Judy Gaudet, Recreation chairperson **Tel:772-256-4589**

Tai & Bob Quinn, Poolside Café **Tel: 609-402-2097**

Terry Baxter, V3 Café **518-423-0641**

Pat Weincke, Food Events **(772) 807-1332**

Lisa & Rick Harmon, Dances **Tel: 270-705-3395**

Lisa Roling, room decorations: **Tel:314-688-2925**