

Event Checklist

Prior to Event:

- € **First**, obtain approval from the Recreation Committee Chair person that the date is available. Create a poster to advertise your event on the community channel (99) and submit the poster to the chairperson. The poster must be in a Word or PowerPoint document format and include the following information: (Event name, Start time, Date, BOYB, Table seating, Price, etc.)
- € Obtain event folders from the office, between 8:00am and 2:30pm **or** the documents can be found on the Venturethree.org website under the **Recreation Committee** tab.
- € Documents available to you under the heading (**Event Planning Forms**) contain all the forms required to complete your event.
 - Food Events Forms (potlucks, Supper Club, etc.)
 - Special Events Forms (dances, V3 Café, etc.)
 - Poolside Café Forms (outside BBQ or food events that do not require sign up)
- € Advise the office no less than 2 working days (Monday to Friday) in advance of the event of the following:
 - ✓ Office Tel: **772-229-2333 ext 2**
 - ✓ 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.)
 - ✓ Cancellation of events or activity
 - ✓ Printing of tickets for your event will be provided in Black & White only.
 - ✓ Tickets must be requested 1 week prior to when they are needed in a Word document with the details of your event. (Time start & end, BOYB, Table #, Price, etc.)
- € Put sign-up and table assignment sheets in the round room one week prior to your event.
- € Obtain keys, access card and seed money at Tuesday's recreation committee meeting
- € Check #10 room, located in the kitchen near the exits door, to ensure you have sufficient supplies. Complete the form (**#10 Room Supply Order List**) and submit to Pat Wiencke (772-807-1332), 7 days prior to a food event and 10 days prior to a special event.
- € Form committee and assign tasks to members: (use **Blank Work Assignments** form)
 - ✓ Registration or cashier table -2 people per table and two tables if more than 120 attending
 - ✓ Identify cooks, servers and cashier for Poolside cafe
 - ✓ 4 people on dessert and sides tables. Monitor dishes to ensure they are evenly distributed. Cut off dishes after sufficient portions have been reached.
 - ✓ 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**)
 - ✓ Assign 2 people for coffee/ice- water buckets–water-salt& pepper on tables
- € 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)
- € **Registration or Cashier 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:**
 - Host to 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:**
 - Suggested set up time around 11am day of event
 - Table numbers & stands are in the #10 room in a small plastic bin (please return to it's original location)
 - Tablecloths and decorations are in the 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:**
 - Unlock kitchen using the silver key
 - Allow ovens to preheat 1 hour before use.
 - Check outside grills to ensure sufficient propane is in tanks for poolside cafe
 - #10 room is between the 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 71 degrees for dances

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After event:

- € **Host is responsible to ensure the kitchen and clubhouse facilities are left clean**
 - ✓ When using outside grills, empty grease trays during and after use
 - ✓ Wash and wipe off grills with soapy water
 - ✓ Season grill with olive oil
- € 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
- € Reset the Air Conditioner
 - ✓ In East and West room (set all units to 80 degrees)
 - ✓ In round room (set to 80 degrees and **unoccupied**)
- € Lock # 10 room **using small gold key**
- € Lock kitchen main door **using larger silver key**
- € 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 meeting on the Tuesday following your event. Return the keys and access card, along with your seed money to the treasurer.
 - ✓ 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 names and telephone numbers
 3. Rate supplier (would you use them again)

Mentors available for support:

A mentor is someone who will be a resource to help you understand the rules that govern the organizing of the event you have chosen to host. They will answer any questions you may have, share their contacts and experience, as well as help you understand how to complete the various required forms.

Ashley Upton, Recreation chairperson **Tel: 615-809-7364**

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

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

Jerry Fosnaugh, Recreation Hall sound system **Tel: 260-438-8258**

Pat Weincke, #10 room supplies **Tel:772-807-1332**

Pat Fosnaugh, Food Events **Tel:260-438-5412**

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

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