

PARTY/ACTIVITY LEADER

1. Determine the event
2. Set a date and place
3. Determine a budget

Obviously, if all that's being planned is a TGIF, or something casual, it's just a matter of setting a date and place, then promoting the event/activity to get people to attend.

An event such as the Membership Party, Seafood Party, and the Chocolate Party, requires much more detailed planning.

SELECT THE EVENT:

Determine the event.

Review calendar dates and begin checking venues for the party.

Once a venue has been selected, on the desired date, begin negotiation of the contract for that event.

MEMBERSHIP PARTY

MEET WITH HOSTS:

Contact the event planner at the particular venue to schedule a meeting.

Plan the time of the event per the availability of the venue.

Determine the costs involved...

...do we provide food and beverage?

... food only?

...Beverages only?

...Is there a refundable deposit or cleaning fee required?

... Room charge in excess of food costs?

...Speakers available? (Charge or no charge)

PROMOTION:

Prepare an article for the newsletter and begin promoting the Membership Party.

Will there be guest speakers in attendance? Promote them.

Raffle prizes? Promote the prizes.

PACRAT Signup available at the party? Promote that.

1-2 WEEKS BEFORE THE PARTY:

- Contact ski shops, marketing reps for donations of door prizes
- Purchase raffle tickets (if needed)
- Order food if club is providing

WEEK OF PARTY

- Shop for any additional food and/or supplies needed for party (cookies, chips, soft drinks, paper plates, plastic ware, etc)

DAY OF PARTY

- Pick up sandwiches and ice for coolers (if not provided)
- Deliver to venue
- Set up tables/rounders (if not already set up)
- Set up: 2 registration tables, 2 display tables, 2-3 food tables, space for speaker if required
- Cut sandwiches, set out food

PARTY ON.

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## SEAFOOD PARTY

VENUE:

- Select a date and place for the party
- Determine a p/p cost for event (no more than \$10 p/p)
- RSVP's required to hostess and/or Activity Chair

**NOTE: by setting a cost for the event, it will keep the number of people down. Eighty people is too many for a private home. If we continue to have these large numbers, consideration should be made to hold the event in a larger place, other than someone's home.**

PLAN THE MENU:

- What will be served, and who will provide the food? (fish market or Activity Chair to order and purchase thru Costco or other retailer)
- Potluck dishes from members

WEEK OF PARTY

- Shop for any additional food and/or supplies needed for party (cookies, chips, soft drinks, paper plates, plastic ware, etc)

DAY OF (OR 1 DAY BEFORE)

Pick up all seafood to ensure freshness

Ensure sufficient serving dishes, pots/pans, trays, are on hand

Assign 2 people to assist with cooking of stove top items

Secure someone to man the barbecue

Obtain coolers/tubs and enough ice to keep food & drinks chilled

Set out garbage cans and have separate spot for recycle

PARTY ON!