

Sandy Beach Yacht Club

Guidelines For A Successful Party

Revised 2-8-2021

1. Contact your committee members at least two months prior to your party date
2. Schedule a committee meeting if necessary to discuss responsibilities and formulate an action plan

determine start time and ticket price

Menu Selection / Theme

Hors d'oeuvres (number needed & who will donate)

****NEW**** *Ensure that menu options/choices are responsive to Allergy and dietary needs of our members*

Invitations only or open party

advertising timeframe and ditty bag articles

Slingers (contents - separate mailing, etc.)

Contact publicity chairman

Purchasing of food items

Food preparation and/or cleanup

Decorations (check to see what is available at club)

Using paper products or dishes

Table set up - floor plan - maximum number of people

Do you need calling committee?

Kitchen clean up

Possible rental needs such as:

Linens - how many? When to order? From where?

Tent - outside party? Weather conditions?

Soup bowls or cups/saucers

3. Contact house chairman for availability and operational status of SBYC-owned items which are kept locked such as:

Chafing dishes

Serving trays

Bread baskets

Large coffee urns

Kitchen equipment (baking pans, trays. Utensils, etc.)

Coffee pitchers

Glass luncheon plates, linens

Fine silverware

Fine china

4. About a week prior to party check kitchen staples if needed:

Salt/Pepper	Sugar/Spices
Tea Bags	Condiments
Flour	Butter
Saran Wrap,	Foil / Baggies
Toothpicks	Coffee Filters
Garbage Bags	Potholders
Dish Towels	Aprons
Detergent	Dishcloths /Pots Scrubbers

5. Contact women's house chairman regarding any items that are low or need replacing.

6. If you decide to have a raffle, get tickets from bar manager.

7. Discuss any drink specials or special bar requirements with bar chairman

8. Arrange for a dishwasher(s) if needed, many club members have teens who may be interested

9. Keep track of all your expenses and retain receipts.

10. Discuss any monetary advances with treasurer

BEFORE GUESTS ARRIVE

***** NEW ***** ALL HIGH TOUCH POINT AREAS (DOORS, TOILET SEATS, BATHROOM SINKS, DOOR KNOBS, KITCHEN CABINETS, REFRIGERATORS, ETC.. MUST BE SANITIZED WITH A BLEACH WATER MIX. AN 70/30 MIX OF BLEACH AND WATER SHOULD BE USED. Water-70, Bleach 30.

After party responsibilities include:

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1. Clean-up kitchen

- Clean countertops
- Shut off & wipe down stove
- Wipe down cabinets
- Dispose of unused food items & wipe out refrigerator
- Shut off coffee pot (dispose of grounds >
- Thoroughly clean both sinks
- Empty garbage into dumpster
- Insert clean garbage bags in trashcans
- Wash soiled dish towels / aprons
- Return to club within 5 days

2. Sweep & mop kitchen floor
3. Pick up inside and outside of club, put away lawn chairs, cover umbrellas, etc,. Vacuum, straighten up tables & chairs, etc,
4. Clean & lock items not normally left out such as;

Serving Trays	Linens
Chafing Dishes	Decorations
Newer Sugar/Creamers	Newer Salt & Peppers Shakers
Candleholders	Punch Bowl
Any Items Removed From Downstairs Cabinets, Freezer Room Or From Locked Cabinets	

5. Return keys to house chairman
6. Take our linens to cleaners of your choice and return within one week. Return any rented linens or arrange for pickup, cost of Linens should be subtracted from profit of party. Receipt for linen costs should be included with financial report. (do not give to treasurer to pay)
7. Complete a financial report and give to entertainment chairman along with All receipts, copies of slingers etc.,