

## CHECKLIST FOR EVENT LEADERS

1. With the help of the committee, determine who the entertainment will be and type of food to be served, including possible caterers.
2. Contact entertainment vendor and get prices, contract, deposit amount, etc. and be sure they are registered with the villages (food vendor). If a Deposit is needed, the deposit must be approved by the Board and all contracts must be signed by President. ( In addition, BOD approval is needed for any charge equal to or greater than \$100).
3. Research and select caterer and contact Events Director to make sure they are authorized to furnish food in The Villages.
4. Determine how many tickets we can sell for this event. That determination will be based on seating capacity for type of event and venue. The Event Director, has floorplans available for the type of event it is, i.e. dance, game, or located at a larger venue. Floor plan will be submitted by ED to appropriate facility one week before event
5. Complete EVENT PLAN and submit to Events Director, who will present plan to BOD for approval two months prior to event. (Minimum of one month, if absolutely necessary)
6. Contact person in charge of inventory for paper plates, napkins, cups, and eating utensil to make sure there are enough to satisfy needs of event. The person in charge of inventory will bring those items to the event. Event leader will shop for whatever else needs to be purchased including table covers to match the theme of the event.
7. Keep in touch with person in charge of ticket sales for ticket count and make sure event is not over sold. After ticket sales, notify caterer of numbers and Hospitality for amounts of sodas and coffee to provide.

To be sure that we are treating everyone fairly, and that everyone has an equal chance to get a ticket to our events, the Board has adopted the following policy:

- Ticket sales begin at 4:00 p.m. on Ticket Tuesday, as announced in the monthly newsletter.
- Tickets are sold on a first-come, first-served basis. When the room's legal maximum capacity is reached, a wait list is kept in case tickets are surrendered by another member.
- Envelopes and checks that are placed under the Ticket Seller's doormat before Ticket Tuesday will be held and processed after the Ticket Tuesday sale ends at 5:00 p.m.

Everyone must be a member of the Lakeside Grovers Social Club in order to buy a ticket. If you have someone visiting and staying in your home, they may attend as a guest without becoming a member. Guest tickets will be processed after the Ticket

Tuesday sale ends at 5:00 p.m. Village residents must become members in order to attend an event.

8. The Events Director will produce the floor plan and turn it into the Rec Center the week before the event. Let the E.D. know if there are any special needs for the floor plan and whether or not the entertainment needs anything special besides a microphone, i.e. screen, or other electronics.

## **ON THE NIGHT OF THE EVENT**

1. The room is generally set up by 5:00 PM. If you need extra help, other committee members usually come between 5:30 and 6:00 PM unless you make other arrangements. You may request help ahead of time during the event committee meeting prior to the event.

2. If you haven't done so already, order check from Treasurer for Entertainment, Caterer, and tip. Bring any receipts you have for purchases that you made for the event and the Treasurer will reimburse you. Reimbursements will not be made without receipts. If you need the checks for the Caterer (and tip are sometimes separate checks) before the event, contact the Treasurer and ask him/her to write those checks for you so you have them ahead of time and the caterer doesn't have to wait for the Treasurer to arrive.

3. The Events Director has the table number holder, table numbers, pencils and appropriate surveys and will bring them to the event.

4. Assistance will be needed to prepare room for event such as, table cloths, table numbers, surveys, pencils, plates, cutlery, etc. Make sure that entertainment vendor has everything needed for performance.

### **TIPPING POLICY**

- Easy Delivery (e.g., pizza boxes, lunch boxes) \$15 to \$20
- Buffet Set-Up \$25 to \$50 depending on complexity and the number of serving stations
- Set-Up and Serving 12% of pretax bill