

To: Event Chair _____

From: Tri-Chairs Frank Carrozzolo, Joanne Navarro and Anna Tavoline

Tri-Chair Contact for Event Chair Paperwork & Inquiries

Frank Carrozzolo misterc4u@aol.com	January, February, March & April Events
Joanne Navarro teamamg@verizon.net	May, June, July & August Events
Anna Tavoline atavoline@hotmail.com	September, October, November & December Events

If you have any questions or need help completing the paperwork please contact the Tri-Chair person who is serving as your contact person. We are here to support you and thank you for volunteering your time.

✓ **Information for Recreation Activity/Event Chairperson**

1. **Publicity:** The activity chairperson is responsible to relay publicity information for the event.
✓ See the **Recreation Pre-Event Worksheet.**
2. **Goods in Stock @ MCH:** Check with your Tri-Chair contact person (*at least 2 weeks* in advance) if you plan to use paper goods, beer and/or soda for your event.
✓ See the **Recreation Pre-Event Worksheet.**

3. **Expenses & Income:**

Expenses:

- Large expenditures, such as food for events, etc., shall be subject to the approval of the recreation Tri-Chairperson prior to signing a contract or spending money.
 - Total expenses over \$250.00 (excluding band) require the approval of Tri-Chairs.
 - Tri-Chairs must approve **cash advances** in excess of \$100.00
 - Required Checks need Tri-chair approval. Submit Money Request Sheet to Office 1 week prior to needed. Event Chair may pick up check(s) from Office. No checks can be written on a weekend or a Monday.
 - Any monies beyond budgeted expense needs approval from Tri-Chair.
- ✓ See the **Money Request Form.**

Income:

- 50/50: Please check with Tri-Chair for tickets & Procedure
 - Bar donations: Include on form and keep separate from other take in money. WLE Regulations for obtaining beer must be posted.
- ✓ See **Post Event Worksheet.**

4. Catered Events:

- The Office must approve the caterer.
- All caterers must have insurance and be bonded in order to use the kitchen in the Main Club House. A copy of insurance as per office mandates is required.

5. Contacting General Manager for Maintenance Requests:

- Contact/discuss with General Manager any movement or any needs in any facility. Maintenance is available to help you.

✓ See **Pre-event Worksheet.**

6. Opening & Closing Facilities, Pantry, Refrigerator & Freezers:

- Contact the Office for facilities to be opened & closed.
- Contact the Tri-chair for pantry and refrigerators/freezers.

7. Sign In/Check In Sheet:

- Required at door for all who attend.
- Ticketed Events: Pick up a copy of your event sheet in Office; & this may be used as a checklist for attendance.
- Non-Ticketed Events need a sign-in sheet.

✓ See **Sample Sign in Sheet.**

8. Event Files:

- Office holds copies of previous events for your reference.
- Tri-Chairs need a copy to document for future budget.

9. Decorations:

- Check with Tri-Chair to see what is available & where it is stored prior to purchasing new décor and/or anything that will require storage.

10. Facilities:

- **MCH & Beaver Lodge:** Tables should be cleared & kitchen cleaned and returned to initial state.
- **MCH:** Make an announcement reminding people to clean off their table & vacuum carpet (vacuum is in coat closet).

11. Event Goods/ Leftovers:

- Dry Goods-leave in pantry
- Perishables-consult Tri-Chair

12. Event Paperwork:

- Submit all bills/receipts with Itemized Expense Worksheet to the Office when event is over.
- Give Tri-Chair contact person a copy of Itemized Expense Worksheet and Tally Sheet

13. Maximum Capacity:

- MCH: no more than 175
- Beaver Lodge: no more than 75

Recreation Pre-Event Worksheet

(This form is to be turned into the office 6 weeks before the event)

Event:	Budget:
Date:	
Event Chairperson:	
Event Chairperson Phone:	E-mail:

Tri-Chairperson Contact: _____

Description of Event:

Event Location: _____ **Event Time:** _____

Do you need tickets for your event?	Yes	No
If YES please fill out "Recreation Ticket Request Form"		

Publicity For Event & Other Needs

<u>Do You Need...</u>	<u>Yes</u>	<u>No</u>	<u>Contact</u>	<u>Did I Contact Point Person?</u>
a flyer made?			Sue & Mal 570-630-6057 wmack@echoes.net	
this posted to Recreation Facebook?			Kathy Solenne 570-689-4721 ksolenne@wleonline.org	
this posted on board?			Kathy Solenne 570-689-4721 ksolenne@wleonline.org	
this on calendar?			Kathy Solenne 570-689-4721 ksolenne@wleonline.org	
tents?			Paul Pogozelesk 570-689-0506 pogo1028@echoes.net	
pantry items?			Eileen McGregor 570-503-7255	
help from Maintenance?			John Carney 570-689-4721 <i>list needs on back of this sheet</i>	
Inspection	X		Eileen McGregor 570-503-7255 Call 24to 48 hrs. prior to event	

Recreation Ticket Request Form

(submit one month prior to event)

Title of Function: _____

Date of Function: _____

Time of Function: _____

Place of Function: _____

Chairperson(s) of Function: _____

Chairperson Phone Number _____

when function is over \$2,000 a second chairperson is needed

Cut-off Date: _____ Amount of Tickets to be Sold: _____

(only 1 extension for ticket cut-off as per office request)

\$ amount per adult ticket: _____ ages: _____

\$ amount per teen ticket: _____ ages: _____

\$ amount per child ticket: _____ ages: _____

special request: _____ _____ _____ _____
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Print Name: _____

Signature: _____

RECREATION

Money/Cash Advance/Payment Request

Date: _____

Please Pay: _____

Name of Person

Amount: _____

Event: _____

Supplies: _____

Other: _____

Thank You: _____

Tri-chairperson's Signature

Party/Event Check List

Kitchen Area

- Oven (wiped in & out)
- Dishwasher (emptied & drained)
- Countertop (wiped down)
- Floor Swept
- Sinks (cleaned out & rinsed)
- Microwave (cleaned in & out)
- Frig (emptied & wipe shelves)
- Freezer (emptied & wipe shelved)
- Coffee Makers (washed & dry)
- Large food items picked up

Please bring chlorine wipes to do a final wipe down after cleaning so we can maintain a sterile environment. **All venders need to Bring their own supplies.**

All Parties/Events must be cleaned up the same day. There will be an inspection before and after with photos that will be submitted to the office.

Hall/Dinning Area

- Large food items picked up
- Tables wiped
- Chairs put back up on tables
- All decorations removed

Bar Area

- Ice scoop left on top of ice maker (not inside)
- Sink cleaned & wiped
- Pitchers washed, dried & on shelf

Bathroom

- Toilet Paper stocked
- Hand Soap Stocked

Garbage

- Main Club House:** Tie & place in Rubbermaid container on side of building
- Beaver Lodge:** Tie & leave by kitchen door
- Fill all garbage pails with new liners

- Spills should be reported to office or inspection so that we can do a proper cleaning
- Please report any problem to office immediately
- Please do not use tape or tacks for decorations. You can use fun tack or the similar.

Pre-Inspected by: _____ Date: _____

Event Host or Vendor Name: _____ Date: _____

Event Host or Vendor Signature: _____ Date: _____

After-Inspected by: _____ Date: _____

Event Host or Vendor Name: _____ Date: _____

Event Host or Vendor Signature: _____ Date: _____

Final Tally Sheet

	<u>(Expenses)</u>	<u>Income</u>
Itemized Expenses Worksheet (TOTAL RECIEPTS)	()	
Tickets sold in office (adult) (_____ x \$ _____)		+
Tickets sold in office (child) (_____ x \$ _____)		+
Tickets sold at door (adult) (_____ x \$ _____)		+
Tickets sold at door (child) (_____ x \$ _____)		+
Money made from 50/50		+
Money made from Food sale		+
Bar take in		+
Other		+
Totals	()	+
Cash Advance		
Cash Advance Returned		
Total Profit or Loss for party		

