

IYC PARTY PLANNING

Planning

- ◆ Decide on name and theme
- ◆ Recruit your team: Plan on six to eight to staff a party
If possible, make sure one or two of your co-hosts have never done it before.
We need to train new volunteers. Call the social chair for help with the names of new members. Membership chair
- ◆ Decide on your menu. This can be as elaborate or as simple as you want:
All potluck, part potluck, complete meal are catered by you and your team.
Social committee Advisory Board members or the chair can review with you menus from past parties. Coffee, salt and pepper, paper goods including napkins and various sizes of plates as well as cups are provided by IYC. There are plastic glasses and glass pitchers for water if you are serving chili or curry or other hot and spicy.
Regular plates, bowls, silverware available.
The count on plates and other pieces is stated on individual cupboards.
Call House Chair if you have questions.
- ◆ Research entertainment if that is part of the party plan.¹
- ◆ If appropriate contact the designated child care provider at least 3 weeks prior to the event.
- ◆ Plan decorations. There are various decorations downstairs in the cupboard behind the sailors' room. Check them out. Great decorations can come from your friends' gardens, houses, and your attic. IYC owns two sets of tablecloths: blue and plaid.
- ◆ Figure your budget. Parties should break even. Plan to have enough revenues to exceed expenses by 10% so there is room for breakage and unforeseen costs. Figure the expenses of the evening: entertainment, food, decorations, and complimentary dinners; charge accordingly.
- ◆ You will need to bring a change fund of about \$100 if you are collecting party fees at the door.
- ◆ Finalize time and price for your entertainment, and decide if they will get complimentary dinners. *The policy for complimentary dinners is as follows*: hosts and their helpers plus bartenders get free meals. Use discretion in quantity; parties need to break even. IYC does not set a policy for the entertainers. Each party host makes that decision and figures it into the budget.
- ◆ Arrange for publicity to go in the Pilot:
 - ◆ Two months prior to the event: send a teaser to Pilot editor
 - ◆ One month prior: send a flyer to the editor. Camera ready is preferred; check with the Pilot Editor for how much page layout he/she can do. The flyer should contain the following two pieces of boilerplate text.

Please note: Our sales tax exemption requires that we accept payment only from members.
 - ◆ ***Both pieces should be in the editor's hands by the 15th of the month***

¹ Katherine building a list of entertainment contacts, from bands to bagpipers

- ◆ Require that people sign up with checks made out to IYC sent to you or one of your helpers. “Your check is your reservation”. Inevitably people will call at the last minute. Planning food can be tricky if your sign-up is not full at shopping time. You can refuse last minute callers if you think you are running out of food.
- ◆ seating limit is 122 for seated persons, but this is very crowded—80-100 is best
- ◆ Kitchen help to wash dishes for our parties. Call him/her to confirm three weeks ahead. Call in the evening, and expect a tape. He usually does not call back but always shows. Generally pay a minimum of three hours, more if he stays longer. Pay out of the evening’s receipts. Cash only.
- ◆ Questions about equipment for bands, presentations, etc. – Contact someone on the Social Committee.
- ◆ Week of the party, arrange to get keys from social chair. There are three keys:
 - ◆ main gate
 - ◆ main door, or kitchen door
 - ◆ cupboard keys
- ◆ You will also receive reimbursement memo and party report to submit later.
- ◆ Whoever has taken reservations and checks make an alphabetized list of attendees.
- ◆ Use a large piece of paper or spreadsheet to list everything that needs to be done from setting up to heating up items in advance of service to coffee prep, etc

Day of the party

Morning

- ◆ Set up chairs and tables and decorate. Use no tape on walls please.
- ◆ Make sure you understand how to make coffee. 3 pots of water live in the coffeepot and are never replaced; they take at least 35 minutes to heat up.
- ◆ Unlock cabinets.
- ◆ Get out cutting boards, which must be used, on all counters.
- ◆ Practice activating the elevator. The elevator won’t launch unless the upper door is precisely lined up.
- ◆ Check light switches, including dimmers for ballroom.
- ◆ Designate which of your hosts is going to sit at the check-in table.
- ◆ The cash box is in utility closet. Make sure the you have provisioned the cash box with \$100 to start the evening. Pay dishwasher out of the cash, and plan how you will pay entertainment. Contact the IYC Treasurer in advance if you will need a check for entertainment or other on-site payments. A guest book and nametags are kept in the closet off the entry-way. The guest book is used to keep track of members /guests for liquor license people if they ever should check.

Party Time

- ◆ Dishwasher will show up at the time you arranged 3 weeks before (see above). Make sure you have the dishwasher arrive early enough to not get behind. For example, at a party where dinner starts at 7PM, have the dishwasher arrive at 6:30.
- ◆ Reserve a table near the kitchen for you and your staff.

Clean Up

- ◆ Make sure oven is off and empty.
- ◆ Make sure coffeepot is off.
- ◆ All chairs and tables should be returned to the racks, all kitchen counters wiped down.
- ◆ Empty refrigerator (except maybe butter, mustard, etc.). Make sure there are no “science projects” left for others to clean up later.
- ◆ Kitchen floor should be swept; use big, soft mop for ballroom, never use water on the wood floor.
- ◆ All trash must go in Dumpster, which is to the rear of the gate. Don’t let bags get too full; they break or are too heavy to handle. Take down in the elevator.
- ◆ Bag recycle items separately and leave at the dumpster.
- ◆ Lock all cabinets. (If we don’t do this, we lose equipment to rentals.)
- ◆ Make sure all lights are turned off.
- ◆ Lock club, lock gate. Doors are: back (bar), front, kitchen, fire escape, Day Room (both doors) and close all windows
- ◆ Take home all towels and tablecloths for laundering

Follow-up

- ◆ All towels and table cloths returned to club within one week
- ◆ Please return keys to social chair
- ◆ Please fill out party and reimbursement reports and send a copy of each to treasurer and social chair within the next few weeks.
- ◆ Write a short report for the Pilot and send to the editor
- ◆ Please send any notes about your menu or the experience to the social chair to be added to our files

THANK YOU FROM IYC!

Revised: 4-10-2010

Important Contacts – 2011/2012

Purpose	Person	Contact Info
House Chair	Jan Aston	(415) 669-1406 home
Child Care	Vacant	
Kitchen Help	Jesus Lopes, \$20/hr	(707) 766-9078 home (707) 799-4002 cell
Audio Visual Equipment advice	Ken Twining	(415) 669-1641
House Committee Chair	Jan Aston	(415)669-7391
Social Committee, Open House	Nancy Jo Heaton	(415) 864-2914 home
Commodore	Ken Emanuels	(415) 669-1963
Treasurer	John Longstreth	(415) 669-7514