

# **BDC Hosting Information**

## **December 2015**

Appendix C

### **General Information**

- 7:00 – Close by 11:00
  - If people don't leave by 11:00, flicker lights or ask tell them politely that we are closing.
  - Be sure both back doors are locked. The lock should be facing the door handle side at a slant.
- Enter the building from the front. The key container is on the door, Marcia will give you the code. As soon as you are in the building, you will have 30 seconds to disarm by entering this code - CAKE (2253). Please do this first, hands free... then bring in supplies. The alarm is behind the desk.
- The reception volunteer will take care of the check-in, door prizes, and will give you a free pass for hosting.

### **Food**

Some or all of the following items will be available for your use: chips, salsa, cold cuts, cheese, crackers, nuts, cookies, frozen desserts, and soda. Most of this is located in the portable carts along with paper products. Anything in the cabinets, refrigerator or freezer is for your use. There is no budget for regular parties.

Please use opened packages first. The salsa and soda in the fridge should be used first.

It is perfectly ok to serve these items alone or you may bring whatever you choose. Either way is fine, variety is a good thing!

### **Special Parties**

- The budget for monthly special parties is \$50 to be used for food, flowers, or decorations. There is no budget for regular parties.
- If you purchase food or decorations with club money they should stay at BDC.
  - If possible and appropriate, leftover food should be frozen for a future party.
  - Decorations should be packaged, labeled, and given to Pam for storage.

### **Decorations**

The tables will be set up with tablecloths and candles. If you add flowers or other decorations, please remove them after the party.

- There is a candle lighter in the drawer by the sink, light the table candles about 8:15. Keep all candles away from anything flammable. Note that the candles under the fans and a few others are LED, switch is on the bottom.
- After the lesson, dim the lights by turning off all lights and turning on the corner accent lights. Be sure to plug in the rope lights on both sides. There are two white remote controls for this in the desk or it can be done individually.

### **Donations**

If you leave personal dishes or decorations intended as a donation, please let us know so that we can thank you properly and give you a receipt. It is board policy to not accept loans that are expected to be returned.

### **End of Party**

- Put away food, water, and wash and put away dishes.
- Pick up paper cups/plates, make sure candles are out on tables, desk, dressing rooms, bathrooms
- Wipe dirty tables down and clean up any spill on the floor.
- Trash from kitchen, serving counter and bathrooms goes in the dumpster outside the back door.
- Return the two thermostats to 74 degrees.
- Check to make sure no water is running in the bathroom stools or sink.
- Be sure the back door is locked in a slanted position.
- Be sure all candles are out – ballroom, dressing, and restroom.
- The DJ will help you lock up.

**Any board member will be glad to help if you need it! Parties are very important to our success and FUN. thank you!**

# Hosting Checklist

## Open by 7:00

- 1) Marcia will give you door and alarm codes.

## Set up for party

- 1) **Fill containers** with water and ice
- 2) Cups, markers, ice bucket with scoop
- 3) Soda out of fridge or under drink cabinet
- 4) Make coffee
- 5) Cream and sugar
- 6) Prepare food – lots of snacks available
- 7) Light candles (some are electronic)
- 8) Turn on rope lights, can lights, branches
- 9) 8:30 Turn off lights (2 sets)
- 10) Keep water and food replenished

## Close Up

- 1) 10:00 Start cleaning kitchen, clearing away some of the food, adjust time according to crowd and interest
- 2) Dry and put away dishes, wash counter
- 3) Pick up paper products from empty tables
- 4) When party is over
  - a. Clean tables
  - b. Put drinks in fridge, empty water container
  - c. Take out the trash – 5 cans (2 bathroom, 2 kitchen, 1 counter) – ask someone to help
    - i. Dumpster is down the back alley to the right
  - d. Lock back door – slant to the right
  - e. Turn off rope, etc. lights and blow out all candles (check ladies room for burning candles)
  - f. Check for running water in restrooms
- 5) DJ will help you lock up – close by 11:00.