

Hosting Guidelines

1. You should have received the lockbox code so that you can retrieve the door and pantry keys. The lockbox is located on the center entrance door.
2. Arrive by 7:00pm. Retrieve Cash Box from Pantry shelf.
 - Turn on all overhead lights including outside walkway lights. The switches are in the far right corner. Look for the switches by the door as well. Turn lower blinds up so that desk top is not visible from outside.
 - Check that all AC units (3) are set at 70 degrees. The thermostats are located: 1) on the right side wall, 2) next to the Pantry, and 3) over the stereo. ***All units need to be set to the same temperature***
 - Your choice! Set up tables with cloths, flowers (if provided), and candles (under counter, below coffee).
 - Set up Reception Desk. It should be clean and uncluttered. Floor Use sign-up sheet should be off the desk.
 - Cash box contains: 1) \$30 for change, 2) BDC Membership list, 3) Guest Sign-in Sheet.
 - Filing cabinet has: Extra Sign-In sheets, BDC info sheets, Membership Applications and Schedules.
 - Secure Cash Box below desk top for safety after the initial check-in period.
3. Greet Arrivals and collect proper admission fees.
 - \$5.00 Members - YOU should ask their name and check it off. This is a great way to learn the names of your fellow dancers. **ANY NAME NOT ON THE MEMBER LIST MAY *NOT* BE A MEMBER**
 - \$10.00 Guests - Please use Guest Sign-In sheet.
 - \$ 5.00 Visiting USA Dance members. (Show ID) Use Guest Sign-In sheet.
 - \$ 5.00 Students (ID required) UNDER AGE 25.
 - Local, active dance instructors and Children under twelve (12) years old are FREE.
 - Host/Hostess, DJ, FREE for the evening. Also, Special Event Volunteers, FREE, for event, as cleared.
 - Check POLICY or ask a Board Member if there are any questions.
4. Welcome "First Time Guests." Ask them to sign the Guest Register and give them a BDC brochure and Schedule. Encourage them to join the lesson. Don't push it and do not ask the instructor for special attention. After the lesson, be sure to introduce yourself again and also other members. Invite Guests to share in drinks and snacks.
 - ALL NEW MEMBERS should fill out a membership application. CHECK it for legibility. All appropriate pro-rated fees are on the application. ALSO COLLECT USA DANCE FEES from new applicants. There are no free nights for joining. Please COLLECT \$5.00 for the current evening.

ALWAYS KEEP CONVERSATION TO A MINIMUM DURING THE LESSON SHOW RESPECT TO THE INSTRUCTOR AND THE PARTICIPANTS!

5. *Set up Bar with ice, drinks, water pitchers, cups and Sharpies for writing names on cups.
 - *Set up Counter with snacks, plates and napkins and utensils as needed. Use large water container at end of counter (over a trash can, to catch drips). If you use salsa, refrigerate jar for possible leftovers. If you choose, make coffee, Decaf only. There is a supply of cold drinks in the refrigerator. Additional drinks, snacks and supplies are in the pantry. Please use the Inventory List inside, by the door, to note use of new packages or sodas. Any comments or suggestions are welcome.
 - SPECIAL PARTIES and BALLS have budgets, but ALL expenditures must be pre-approved with Pres. Bob O, 482-0871, or Connie, Treas., 754-5087, or Betsy, 795-8680, and submitted with receipts for reimbursement.
 - Hosts for regular parties are supplied with snacks and drinks. No reimbursement is provided.

6. At the Lesson's end, turn off inside overhead lights, plug in Christmas lights. There are individual direct lights at the stereo, over the bar table, on the left of the sink and under the center of the counter. Also, turn on candles on table, if used.

- PAY INSTRUCTOR AS DIRECTED ON SHEET!
- DJ will thank Instructor, Welcome all Members and Guests, Make and Call for Announcements of upcoming events, classes or special interest events.
- CHECK that the Cash Box is securely out of sight.... Record any extra cash and give to Treasurer. THEN:
- LET THE PARTY BEGIN!
- Be alert for late arrivals and check refreshment, but Enjoy and Dance, too!

7. At 10:00pm check and balance receipts with the sign-up sheets on form provided. Put in envelope.

- Place the envelope with completed forms, sign-in sheets and cash in the safe slot located under the kitchen counter by the paper towel dispenser or give to either President Bob O or Treasurer Connie.

8. Begin Refreshment clean-up by 10:00pm, or earlier if the crowd has dwindled to just a few. Clear food counter first.

- Salsa goes back into refrigerated empty jar (it's a judgment call).
- Use zip lock bags for left-over chips and cookies. Replace in pantry (it's a judgment call).
- Wash dishes and replace under counter
- Clear bar.
- On Friday night dump remaining ice from buckets into water container and refrigerate.
- Refrigerate both pitchers of water. Fill zip-lock bags with ice if needed.
- Refrigerate open sodas. Put additional sodas in to chill as needed for the next night.

*******PUT CASH BOX IN PANTRY AND LOCK DOOR*******

- Check, clean and empty trash in bathrooms, replace bags.
- Put flowers, if provided into refrigerator. Turn off little candles. Leave on tables
- Clear and clean tables.
- On Saturday night sweep with giant dust mop, moving tables and chairs. Both nights reset all tables and chairs.
- Check all doors, including 2 back exits, 1) by ladies bathroom, 2) by kitchen, to ensure they are locked.
- Empty all trash cans, leaving a clean bag in each. Dump in dumpster at far end of center or take home, a safer choice!

!!!! BE SURE TOILETS ARE NOT RUNNING !!!!

- All three (3) HVAC units should be set to 75 in WARM MONTHS, and 65 in COLD MONTHS.

***** DO NOT TURN HVAC UNITS OFF *****

TURN OFF ALL LIGHTS, inside and outside.

Double check that Cash box is secure and Pantry locked

****** LOCK DOOR **** BE SURE to REPLACE KEYS in LOCK-BOX ******

Finally, please accept a huge THANK YOU for being a friendly host! You are the personality of the Club!
We cannot do it without you! Many Blessings, Betsy Beldner 843-830-5947 or 843-795-8680

Notes?.....Comments?