

## **Hosting Information**

### **General Information**

- 7:00 – to party end. If you have items to unload, you can drive around to the back.
- Enter the building from the front. The key container is on the door – code 0224. As soon as you are in the building, you will have one minute to disarm the alarm by entering this code HOST (4678) . The alarm control is on the right side as you enter the studio. Only your 4 digit code is necessary (no #). Host codes are changed regularly, please check with Marcia Hessert for the most current code. The code provided to you is correct for this week-end.
- Your free pass will be at the Front Desk.
- Check in form will be on the front desk.
- Door prize will be on the DJ desk or in the freezer.
- Offer sign-up for the door prize,(ask DJ to remind all to register) take the silver bowl to the DJ around 9:00 – 9:30
- Last Friday of the month and after every Saturday dance lesson, please put out the comment sheets with pencils. The completed sheets go in the gray plastic box at the registration box.

### **Food**

Please put water out so it will be available immediately after the class ends at 8:30 (round table)

Fill ice bucket on drink stand (corner credenza-soft drinks, cups stored inside)

Some of the following items will be available for your use: Chips, Salsa, cheese, crackers, nuts, cookies, and soda.

Please use-opened packages first. The salsa that is 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 correct!

### **Decorations**

The tables will be set up with tablecloths and lamps. If you add flowers or other decorations, please remove them after the party. Additional decorations are not expected and are at your discretion.

After the lesson, dim the lights by turning off the overhead light (switches

on street side wall). Be sure to plug in the rope lights on both sides. Turn on fans if not already on. Switch for fan is on the wall in the ladies dressing room.

### **End of Party**

Put away food, water, and wash and put away dishes. Pick up paper cups/plates. Trash goes in the dumpster outside the back door. Turn off fans, lights, check to make sure no water is running in bathrooms, and set both thermostats for 60 degrees in the winter (heat mode) and 75 (A/C mode) in the summer.

Arm the alarm as you leave. Use the same code you used to enter. If the screen is black, touch the screen and it will light, then enter “arm away”, enter your code and you will have 60 seconds to leave. Lock the door and return the key to the lock box. You may need to redial the lockbox code to get it to close. After closing, please spin the dial and close the black cover.

Parties are our principal income source. Doing them well is a group effort but Host are critical. Thank you for serving in this very important role.