

ASAP

- Call party buyer and get a party date and time. Remind them they provide the alcohol.
- **For Hillcrest parties**, check on availability with Nancy Day.
- Contact at RoxyAnn is Barbara Light, 944-4294, barbara@hillcrestorchard.com for event conflicts.
- For **non Hillcrest parties**, coordinate with contact person.
- Contact any other people associated with the event, third party cooks, bands, etc.

1-2 Months Ahead

Buyers' responsibility:

- Their invitations. Remind them to provide a copy of the invitation for you.
- Provide alcoholic beverages, unless it sold with alcohol (i.e. Paddle Party).

Committee responsibility:

- Ask about food issues or special needs.
- Ask what alcohol they are serving, liquor or beer & wine? We get mixers & soda, coffee, water.
- **Off site logistics**, kitchen, staging area, bathrooms. Best to view in person.

Meet as committee (Usually done over lunch at our monthly meetings.)

- Discuss menu, décor & assign jobs.
- 2 bars. 2 people (spouses) per bar.
- 1 large ice chest per bar.
- Attire for the committee. Theme or classic black & white w/Hillcrest aprons.
- Mixers are purchased by committee
- Set a time to decorate & get the key from President. Review details on alarms, locks & lighting.
- Supplies are in our room in the basement of the Hillcrest House. It is not locked.

2 - 4 weeks ahead

- Contact your buyer for final details, delivery of alcoholic beverages and number of guests.
- **Check the supplies before buying anything.**
- Send around a menu signup sheet at monthly meeting. Recommend having menu plan & recipes.
- Contact half of committee which cooks.
 - Food requested, serving pieces, delivery time of food to party.

Day before/Day of Party

- Dining room French doors are very tricky; do not open unless you know how.
- Decorate and set up bars. Use bottled water.
- Cordon off the stairway, this is a private home.
- Committee arrives early to receive food, get instructions and assist the host and hostess.
- **Have Fun!** Take pictures for our albums. Parties last for 2 hours.
- Clean up as you go. Watch for empty glasses or food on the furniture. Clear items discreetly.
- New fuse box in hall closet for kitchen & old fuse box in basement near heater.

Post Party

- Use supplies & towels from our supply box.
- Email Supply Committee with inventory changes.
- We dispose of trash & decor. Wash dishes & clear kitchen. Cleaning person handles floors etc.
- Leave dishes on back porch for a day. Bring unclaimed dishes to meeting.
- Return cleaned tablecloths to Supply Room. Most are machine washable.
- Prepare a short report on the event for the next Hillcrest meeting. Post pictures to Shutterfly Hillcrest.