



# PRIOR LAKE YACHT CLUB

## Party Committee Guidebook For Planning a Successful & Fun Party



### Objectives

1. To provide a fun summer of socializing on the lake.
2. Fund raising for financial support of the Club.

This guide is designed to help plan an enjoyable evening with fellow Club members which also results in a "bit of profit" to help pay Club expenses such as taxes, light bills, maintenance, etc. Fund raising may be accomplished with the party dinner and/or entertainment. The PLYC Board requests that the dinner price be set at \$20.00 per dinner with a projected profit of \$3.00/dinner guest for PLYC.



### Planning Meeting

1. Three to four weeks prior to the day of the party.
  - a. Set a date for a committee meeting.
  - b. Call/e-mail each committee member and invite them to the meeting.

Each PLYC member is to serve on a committee each summer and it is the member's responsibility to switch if the assigned month is not convenient. Any member who wants to switch committees must notify both chairpersons involved. Any member who did not serve on their appointed committee will be reassigned to the next committee.

2. **One week before the planning meeting** - Go to PLYC (contact Commodore to obtain combination for key in lock box) to determine the supply of the following:
  - a. food and kitchen supplies - salt, pepper, sugar, non-dairy creamer, trash bags, coffee, paper plates, coffee cups, dish towels, dish soap, clean silverware, etc. All are located in the kitchen storage bins.
  - b. cooking supplies - propane or charcoal, if you plan to grill. The stove is electric.
  - c. bathroom supplies - toilet paper, paper towels, hand soap, toilet bowl cleaner, etc. All located in the upper level storage bins near the bathrooms.
  - d. decorating supplies - candles, plastic to cover tables, etc. If there are extras they are located in the upper level storage bins near the bathrooms. Some supplies are in the loft.
  - e. firewood supply - located near the East end of the island. Determine if you will need to bring some for the traditional campfire following the dinner.

### 3. Committee Member Responsibilities -

- a. **Before Planning Meeting** - Be thinking of possible themes, food, and entertainment to discuss at the meeting....it helps to have some ideas before everyone gathers.
- b. **During Planning Meeting** - Utilize format to plan meeting....add notes and comments as needed.
- c. **After Planning Meeting** - Chairpersons mail or e-mail a summary to each committee member. Include specific duties arranged the night of the planning meeting.

### 4. Party Financial Responsibilities -

- a. **Night of the party** - All committee members need to pay PLYC for their own dinners. Do not deduct expenses from dinner costs. All expense receipts are to be given to the party chairperson. Receipts are to be submitted to the Club treasurer for reimbursement. Reimbursements are not to be made from cash dinner payments received the night of the party.
- b. **Within one week of the party** -
  - 1.) Committee chairperson is to submit financial results of party to treasurer. Please use included form.
  - 2.) Committee chairperson is to submit list of participating committee members, club members and guests to treasurer. Please use included form.
- c. **Within one week of receipt of the financial results of the party** - PLYC treasurer will issue reimbursement checks to committee members for their expenses.



## Guest policy

Guests are welcome to attend social parties three times. Exceptions would include guests or family from out of town or a club member's significant other.



## Financial policy

- 1. Checks for dinner payment must be made out to PLYC.
  - 2. Dues for a regular member who did not participate on a party planning committee during the previous season shall be increased by \$30.00.
  - 3. Dues for a regular member who did not attend a party during the previous season shall be increased by \$20.00.
- \*\*These extra fees may be waived at the discretion of the Board of Directors for members who are unable to participate in club activities due to health related issues.
- 4. Members who RSVP for a dinner and do not show/attend the dinner will be charged by the Party Committee immediately following the dinner for the amount shown on the party invitation for the number of no shows. If the Member does not send payment to the Committee chairperson within one week, the Committee chairperson is to submit the club member's name to the PLYC Club Treasurer.





# Committee's Party Planning Worksheet/Agenda



Decisions to be made at planning meeting:

- 1. Theme of party - costumes, special music, etc. \*Estimated cost: \_\_\_\_\_
- 2. Menu - type of food, source of food (catering vs. cooking). \$20.00/person meal charge \*Estimated cost: \_\_\_\_\_
- 3. Decorations - name tags, table coverings... \*Estimated cost: \_\_\_\_\_
- 4. Entertainment & Prizes - \*Estimated cost: \_\_\_\_\_
- Total estimated party cost: \* \_\_\_\_\_
- Estimated Cost/person: (average attendance = 30 to 45) \* \_\_\_\_\_
- 5. Time of Party : \_\_\_\_\_



## Duties/Assignments for Party:

- 1. **Invitations** - Prepare and mail to all members (contact PLYC secretary for address labels and e-mail list.) Include date, time, price, theme, reservation phone number/e-mail, **BYOB & TYOR**. Members should receive their invitations 1-1/2 weeks before the party. Member/s preparing and mailing invitations: \_\_\_\_\_

Please include this information on the invitation:

**BYOB....BRING YOUR OWN BEVERAGES - TYOR....TAKE YOUR OWN RECYCLABLES PLYC IS ENVIRONMENTALLY RESPONSIBLE!!! All empty cans and bottles MUST return home with the member/guest who brought them.**

## 2. Reservations:

- Member who will take reservations by phone/e-mail: \_\_\_\_\_
- Establish reservation deadline as close to party date as possible: \_\_\_\_\_
- Divide up member list for phone/e-mail reminder on reservations: \_\_\_\_\_

**\*Reservation Recommendation:** 2-3 days before the reservation deadline, Phone/e-mail members who have not responded. *"We are calling/e-mailing to remind you that the (June, July, August...etc.) PLYC party is this coming Saturday, (date). We hope you can come. The last date that we can take reservations is (date). If you can attend the party please call/e-mail (number/e-mail address) with the number of reservations you would like to make and the names of any guests that you wish to bring. If we do not hear from you by the reservation deadline, we will understand that you cannot attend this party. We hope to see you next month."*

Do not accept any "maybes". The committee should use their best judgment for late reservations if they believe they are in good shape for food and entertainment.

- 3. Order Food - Purchase Food - Prepare Food: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Appetizers - Each member brings a donated appetizer or two, depending on party attendance size: \_\_\_\_\_  
\_\_\_\_\_

- 5. Name Tags and Decorations: \_\_\_\_\_

6. Entertainment: \_\_\_\_\_

7. Prizes: \_\_\_\_\_

8. Additional suggestions for supplies to bring: ziplock food storage bags, scissors, tape, markers, flashlights, mosquito spray, potholders, special cooking utensils, matches: \_\_\_\_\_

9. If necessary, mark a select boat parking spot if a committee member will be bringing hot food: \_\_\_\_\_

10. Select cashier to welcome guests, collect and track dinner payments (checks payable to PLYC) and distribute name tags: \_\_\_\_\_

11. Designate responsibilities during the meal for:  
serving food: \_\_\_\_\_  
serving coffee: \_\_\_\_\_  
clearing tables: \_\_\_\_\_  
serving dessert: \_\_\_\_\_  
other: \_\_\_\_\_

12. Bonfire - start, tend, extinguish: \_\_\_\_\_

13. Ask commodore to introduce guests and new members and announce the date of next party: \_\_\_\_\_

**14. Club Clean up - Pre-party - All committee members**

Requires a general cleaning: . Turn **on** the water heater, prepare tables, sweep down cobwebs and sweep up floors, clean dirty windows, replace burned out light bulbs, clean bathrooms, etc. ....can be done the night before or the day of the party.

Time to begin \_\_\_\_\_

Supplies \_\_\_\_\_

**15. Club Clean up - Post-party - All committee members.**

The club house and surrounding area must be cleaned after the dinner:

- a. Put away decorations, tables and chairs
- b. Store the propane barbeque grill **inside** - lower level of the clubhouse.
- c. Utensils and dishes that remain at the club should be washed. Make sure the water heater is turned **off** at the end of party.
- d. Soiled dishtowels and washcloths must be taken home, laundered and returned to PLYC before the next party: \_\_\_\_\_
- e. All leftover food products **MUST** be removed from the kitchen. Do not leave these for the next party! Excess food can be sold at the party to the participants.
- f. Every committee member should take a bag of garbage home with them for disposal. Do not leave trash on the island at any time. Trash may NOT be burned.

16. Turn out the lights, lock the club house doors and **smile**. You just added to the PLYC tradition of magnificent parties!





# Party Balance Sheet



**Return this form to treasurer within one week of party.**

Party date: \_\_\_\_\_

Chairpersons: \_\_\_\_\_

	\$ Amount	donated or PLYC check
Expenses: Invitations: Paper	_____	_____
Envelopes	_____	_____
Stamps	_____	_____
Other	_____	_____
Name tags:	_____	_____
Decorations: Table coverings	_____	_____
Center pieces	_____	_____
Candles, Flowers, etc.	_____	_____
Other:	_____	_____
Appetizers: donated by members	-0-	_____
Dinner: Meats: _____	_____	_____
_____	_____	_____
_____	_____	_____
Vegetables: _____	_____	_____
_____	_____	_____
Salads: _____	_____	_____
_____	_____	_____
Breads: _____	_____	_____
_____	_____	_____
Misc.: _____	_____	_____
_____	_____	_____
Desserts: _____	_____	_____
_____	_____	_____
Entertainment: _____	_____	_____
_____	_____	_____
_____	_____	_____
Other expenses: _____	_____	_____
<b>Expenses:</b>	<b>\$</b> _____	
<b>Total Expenses less donations:</b>		<b>\$</b> _____

Return this form to PLYC treasurer within one week of party.

Party Balance Sheet - continued

Income:

#_____dinner@ \$20.00 =	\$_____
Additional sales of extra food	+_____
Entertainment income	+_____
<b>Total income</b>	<b>\$_____</b>

Profit:

Total income	\$_____
Total expenses less donations	-_____
<b>***Total profit(loss):</b>	<b>\$_____</b>

Final Settlement:

Funds to Treasurer: due to treasurer within one week of party

Checks: #_____	\$_____
Cash	+_____
Coin	+_____
<b>Total</b>	<b>\$_____</b>

Reimbursements: DO NOT MAKE CASH REIMBURSEMENTS. All reimbursements will be made within two weeks of party by PLYC Treasurer in the form of a check. Reimbursement due to:

Name: _____	Amount \$_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

