

CONGRATULATIONS

You are one of many members this year to embark on a venture to host an activity for Stockton Yacht Club. This type of support is what makes our Club. Members donate their time and effort so our Club will be a success. The Flag Officers and members thank you for taking on this responsibility.

This **Activity Event Packet** contains information you need to host your event. The following are included:

EVENT GUIDELINES

FIRST review these guidelines. They will guide you through the steps and time frame needed to plan your event.

GALLEY RULES AND REGULATIONS

These rules cover the use of the galley, free meals and drinks.

SYC EVENT ATTENDANCE (Example attached)

Use this form to keep track of members and their guests attending your event, tracking money received and who needs to pay at the door. The completed form will be submitted to the Assistant Treasurer along with your activity report.

FINAL CHECKLIST

This list is helpful to determine that you have made all your contacts prior to hosting your event.

ACTIVITY REPORT (Example attached)

This report is used to recap the income & expenses of your event. Follow the form and fill in the areas that pertain to your event.

- How many dishwashers were used or enter N/A if none were used.
- If linen was rented be sure to include the receipt.
- Complete both the **Activity & Attendance reports** and forward to the Assistant Treasurer within 1 week of your event.

Please contact any Flag Officer if you need assistance or have a question. Thanks again for hosting this event. **Enjoy yourself and have fun!**

EVENT GUIDELINES

1. **MENU SELECTION:** Check with the chairperson hosting the event prior to your event to avoid duplication of menus. Choose a menu you feel comfortable cooking for a large group of people.

2. **COST ESTIMATE:** Estimate what the cost will be for food, dishwashers (plan \$50 per dishwasher), linen/plastic tablecloths, music, decorations, etc. Set price high enough to cover expenses, but be affordable to members and make a profit. Goal should be 30-40% profit per event.

3. **FLYER:** Three months in advance, compile information for the flyer, such as the date, time, menu, price, theme, your name, address, telephone # and deadline for reservations.

This information should be forwarded to the person who makes flyers for the Bulletin & Club Bulletin Board. Your flyer will be published two months in a row in the Bulletin.

NOTE: Commodore needs to send flyers to cruise in Clubs at least 2 months prior to date of arrival.

4. **LINENS:** Amador Laundry & Linen (1-800-939-4477) will deliver and pick up linens. They must receive your linen order no later than 11 AM the Tuesday prior to your function. You will need to ask for an invoice so it can be included in your Activity Report. Someone must be available at SYC to receive the linens. You can check with Harbormaster (209-946-9259) to see if she is available for the delivery. You may also contact Ron Malmquist (209-478-3606) for linens or a local party rental store.

5. **LINENS VS PLASTIC TABLECLOTHS OR PLACEMATS??:** Place mats are generally used for Friday nights and breakfasts, or events that lend themselves to more casual dining. Plastic tablecloths are used more frequently, due to cost savings and ability to re-use them. Certain events, such as Change of Watch, Christmas Ball, General Meetings, etc. are always linen covered tables.

6. **TABLE DECORATIONS:** For most events there are decorations available in the Onrust Shed (behind the Galley). Of course you may provide your own decorations, either donating them or including the cost in your dinner expense. See a Flag Officer for help if needed. **Table decorations that include confetti-type or glitter matter are ABSOLUTELY FORBIDDEN.**

7. TABLE SET UP: Call the Harbormaster (209) 946-9259, 48 hours in advance of event with the number of tables to be set up (round tables seat 8, long tables can seat 10). Plan for one additional table over and above what is needed in case of last minute reservations.

8. DISHWASHERS: Contact Commodore as soon as you know you need dishwashers. Usually one dishwasher can handle up to 100 people, after that a second is sometimes needed depending on the amount of dishes and/or pots & pans you are using. Plan to include a meal for dishwashers in your count for meals. After dishwasher is finished, sign time card and put in the drawer behind the bar. Please indicate how many dishwashers were used on your Activity Report. When dishwasher is used, include \$50 per dishwasher on your report of expenses. Treasurer pays dishwashers. No direct payment to dishwashers should be made.

9. BARTENDERS: Contact Rear Commodore with number of people attending the function. Rear Commodore will arrange for either volunteer or professional bartenders. Plan to include a meal for bartenders in your count for meals. Treasurer pays all bartenders. No direct payment to bartenders should be made, except for the tips they receive in the tip jar.

10. SERVERS: Servers should be paid from the company they work for. Servers from the Lodi/Stockton Sea Scouts can be used by contacting Jackie Watanabe (209) 406-7434. They are paid as a donation to their program.

11. FOOD: Places to check when purchasing supplies for events:

Costco, Smart & Final, Cash & Carry, Winco

Pre-Peel Co. (209) 469-6911 (Current supply list is attached)

Seafood Express - (209) 948-5808 (Seafood & Meat)

Prior to ordering and shopping for food, check the galley to see if you can use any supplies currently on hand. When purchasing canned food, if the can says it serves 8, count on 4-5 servings per can. If you wish to keep leftover cans of food that was not used, please be sure to delete cost from receipts you submit with your Activity Report for reimbursement.

12. SUPPLIES: If supplies need replacement in the galley, put item on the list by the sink. If you have questions about galley supplies call the Galley Chairperson.

13. MUSIC: Check with Commodore to see if they have committed to having a band for a cruise in. Music is generally provided for Saturday dinners. Some frequently used:

Mostly Country - (Couple, \$75 per hour - Great) (209) 956-3834

Dan Rankin - (4/5 pc band, \$400-\$600 - negotiable - Good) (209) 477-1055

The Deleons - (Couple, \$300. Oldies/New Country - Great) (916) 920-4222

Dolphin Productions - (Excellent Luau show \$1200/DJ \$400) (800) 559-5828

Pearls of the Pacific - (Polynesian Dance Troop) (209) 948-4006

Ebony & Ivory (DJ - \$300- Excellent) (209) 477-8819

Ralph - (2 pc \$350 - negotiable- Great) (209) 466-4165

Dallas Knapp (DJ - Good) (209) 478-5238

Dave Bowling - (DJ- negotiable Good) (209) 477-5066

David Allyn Kraham - (DJ - Good) (209) 931-0435

Paul DeStefano (DJ Good) (209) 478-2409

14. LAUNDRY: Please wash all dirty towels/aprons and return them to the galley within the week following your event.

15. ACTIVITY REPORT: Complete and send to Assistant Treasurer. **DO NOT KEEP ANY CASH YOU RECEIVE AS YOUR REIMBURSEMENT.** Turn in ALL checks and replace any cash with your personal check. A full reimbursement check will be mailed to you as soon as your report is received. All checks for events must be payable to SYC.

16. ATTENDANCE LIST: Be sure to submit a completed, balanced attendance list with your Activity Report. This list must balance with the money collected.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ANY FLAG OFFICER
OR ASSISTANT TREASURER.

HAVE A GREAT TIME! THIS IS REALLY FUN!

FINAL CHECKLIST

- Prepare flyer information 3 months in advance and submit to person doing flyers for the Bulletin & Club bulletin board.
- Contact Commodore to see if music was promised for a cruise in.
- Contact Commodore for Dishwasher.
- Contact Rear Commodore with count of people attending so Bartenders can be arranged.
- Order lines, if applicable (must be ordered no later than 11 am the Tuesday prior to your event).
- Contact Harbormaster for table set up (209) 946-9259.
- Wash towels/aprons and return to galley.
- Complete Activity Report and Attendance List. **Mail to Assistant Treasurer along with all receipts within 7 days of event.**

FLYER INFORMATION

This info should be forwarded to person who is currently doing Flyers for the Bulletin Editor 3 months in advance of event to insure information gets into Bulletin and is send to Cruise-In Clubs.

Date: -----

Cocktail Time: -----

Meal/Dinner Time: -----

Price Per Person: -----

Reservation Deadline: -----

Mail Reservations to Address: -----

Telephone #: -----

Email Address: -----

Menu: -----

Theme: -----

Other Info to be Printed: -----

Make Checks Payable to Stockton Yacht Club (SYC)

