

# STOCKTON YACHT CLUB

~EVENT PACKET~

# 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 the money received and who needs to pay at the door. The completed form will be submitted to the Assist. 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 & expense 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 from Amador Supply is used, 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 and have a great time.

**S.Y.C.**  
**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:** for food, dishwashers, linens, music, decorations etc. Set price high enough to cover expenses, but be affordable to members and make a profit.
3. **FLYER:** 3 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 Bulletin Editor 3 months in advance.
4. **LINENS:** Amador Laundry & Linen Supply (1-800-939-4477) 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. This company delivers and picks up the linens. Someone must be available at SYC to receive the goods. You can check with the Harbormaster (209-946-9259) to see if she is available on that date and time.
5. **TABLE DECORATIONS** for most events are available in the Onrust Shed. See a Flag Officer for help if needed. Table decorations that include confetti-type or glitter matter are absolutely forbidden.
6. **TABLE SET UP:** Call the Harbormaster, (209) 946-9259, 48 hours in advance of event with the number of tables to be set up (tables seat 8). Plan for one additional table over and above what is needed in case of last minute reservations.
7. **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 usually needed. Please indicate how many dishwashers were used on your Activity Report. Treasurer pays all dishwashers. No direct payment to dishwashers should be made.
8. **BARTENDERS:** Contact Rear Commodore, with the number of people attending the function ASAP. He will arrange for either volunteer or professional bartenders. The Treasurer pays all bartenders. No direct payment to bartenders should be made.
9. **SERVERS:** Servers should be paid from the company they work for. No direct payment to servers should be made.

10. **FOOD:** Places to check when purchasing supplies for events:

Costco, Smart & Final

Pre-Peel Potato Co. (209) 469-6911

Port Stockton Food (209) 948-1814

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 people, count on 4-5 servings per can. If you wish to keep leftover cans or food that was not used, please be sure not to include the original cost of the product in your Activity Report for reimbursement.

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

12. **MUSIC:** Check with Commodore to see if they have committed to having a band for a cruise in. Music is only provided for Saturday dinners.

Mostly Country - (Couple, \$75.00 per hour) (209) 956-3834

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

The Deleons - (Couple,\$300.00, Oldies and New Country (916) 920-4222

Dolphin Productions - (luau entertainment/DJ) (800) 559-5828

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

Paul DeStefano - (DJ - \$250 3 to 4 hr minimum) (209) 478-2409 pager (209) 234-8507

Ebony & Ivory - (DJ - \$300 - 4 hr minimum) David (209) 477-8819

Ralph - (2 PC - \$350 - 4 hr minimum (negotiable) (209) 466-4165 or (209-8975

13. **LAUNDRY:** Please wash all dirty towels and aprons and return them to the galley.

14. **ACTIVITY REPORT:** Complete and send to Assistant Treasurer. DO NOT keep cash as your reimbursement. Turn in ALL checks and replace any cash with your personal check. A full reimbursement check will be mailed to you. All checks must be payable to SYC.

15. **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.

HAVE A GREAT TIME

# FINAL CHECKLIST

Prepare flyer information 3 months in advance and submit to Bulletin Editor

Contact Commodore to see if music was promised for a cruise in

Contact Commodore for Dishwasher

Contact Rear Commodore for Bartenders

Order linens, if applicable (must be ordered no later than 11 am the Tuesday prior to your event).

Contact Harbor Master for table set up

Wash towels and aprons and **return** to SYC

Complete Activity Report and Attendance List and mail to Assistant Treasurer within 10 days of event



# SYC ACTIVITY REPORT

**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **CHAIRMAN:** \_\_\_\_\_

**INCOME:** *Substitute your personal ck for cash. Checks must be made payable to SYC*

\_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 #SYC meals Cost ea.  
 \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ \*  
 #Guest Club meals Cost ea.  
 Raffle Income \$ \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_

*Info Only*

# \_\_\_\_\_ *Free Meals (4 Max)*  
 \*\$ \_\_\_\_\_ *from Cmdr. to be included in this report.*

*If catered, by whom:*

**TOTAL INCOME** \$ \_\_\_\_\_ (A)

**EXPENSE:** *Attach receipts*

	Chairman Paid	SYC Paid
Food/Supplies	_____	_____
Decorations	_____	_____
Linens	_____	_____
Raffle Prize	_____	_____
Music/Band	_____	_____
Diswasher	_____	_____
Caterer	_____	_____
Other	_____	_____
<b>Amt. Due Chairman</b>	<b>\$ _____</b>	<b>(1) (2) \$ _____</b>
		<b>Amt. Pd by SYC</b>

*Info Only*

*Dishwashers yes\_\_no\_\_*  
*Music yes\_\_no\_\_*  
*Name:*

**TOTAL EXPENSE (1+2)** \$ \_\_\_\_\_ (B)

**SUMMARY:**

Total Income (A) \_\_\_\_\_  
 Total Expense (B) ( \_\_\_\_\_ )

**NET PROFIT/LOSS (A-B=C)** \$ \_\_\_\_\_ (C)

**Send this completed form along with all checks and receipts to:**

**Linda Wilson**  
**Assist. Treasurer**

# Stockton Yacht Club

## Galley Rules and Regulations

The following will be the guidelines pertaining to the operation of the galley for members, caterers and private party personnel.

### General Information

1. It is the responsibility of the chairperson of the function to restore the galley to an orderly and clean environment with everything back in its storage location.

### Meals

1. Members hosting a function will be allowed four (4) free meals to allot as they see fit. The Commodore should approve any additional free meals. All free meals will need to be included in the activity report for that function. Chairpersons hosting catered events are not entitled to free meals.
2. Hired bartenders and hired dishwashers are entitled to free meals regardless if the function is catered or not.

### Alcoholic Beverages

1. NO ONE is entitled to free drinks. This includes people preparing or cleaning up after any function. This also includes wine/beer for cooking.
2. You may bring your own bottle of wine for any event as long as you pay the corkage fee as set by the Board of Directors.

### Galley Inventory

1. Property of SYC stored in the galley or shed must remain on SYC property and not be removed for personal use. Items needing repair should be checked out with the Harbor Master or Galley Supply Officer prior to leaving the galley.