

# **Social Committee Guidelines**

## **May 2023**

### **Committee Co-Chairs**

- Schedule and conduct Social Committee meetings
- Serve as point of contact for scheduling all social events
- Check calendars for availability/conflicts and confirm with CAM
- Serve as advisor to event hosts
- Serve as liaison between Social Committee and HOA Boards
- Oversee bulletin boards in each clubhouse for social activities notices
- Maintain Social Committee category on MOSN e-Bulletin Board (BBS)
- Maintain MOSN Social e-Calendar (Google calendar)
- Oversee event ticket sales and financial reporting

### **Treasurer**

- Collect monies from ticket sales and event coordinators
  - Maintain checking account
  - Receive receipts
  - Write checks for expenses
  - Provide account reports for Social Committee Co-chairs

### **Entertainment Coordinator**

- Oversee a committee to research and evaluate talent for shows
- Prepare recommendations to present to committee co-chairs
- Coordinate dates for shows
- Work with event host to determine ticket price
- Negotiate contracts with talent or their agent
- Scan a copy of contract to MOSN Social Google Drive and copy host
- Pass responsibility of communicating with the entertainer/agent to event host

### **Activity Coordinator**

- Coordinate new activity with a co-chair
- Inform a co-chair of any changes in activity dates, times or location and any seasonal cancellations
- Restore activity area to original condition
- Return thermostats to original settings and turn off lights

### **Ticket Sales Coordinator**

- Review Pre-Event Questionnaires for information about event ticket sales dates and times
- Procure any needed volunteers to help with ticket sales
- Prepare sign-up sheets and wait list (if needed) and reserved table seating list
- Prepare tickets for each event sale
- Provide table seating chart, if necessary, for events
- Prepare event folders with event information and have pens, correction tape, etc. in ticket box
- Inform volunteers of assigned dates for ticket sales

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- Request beginning cash till from Treasurer by sending email to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com) at beginning of the social calendar season and return till at the end of the season
- Prepare event signs for tables
- After weekly ticket sales post, balance and prepare sales activity report which is given to the Treasurer and co-chairs
- Update hosts periodically on head count standing for events
- After ticket sales are over, provide host(s) with table seating list

## **Clubhouse Bulletin Board Coordinator**

- Monitor and post, as needed, activities on boards in clubhouses
- Oversee 'For Sale' and 'Services' boards
- Create sign-up sheet for Tuesday Morning Coffee and Ini's Night at Clubhouse 1
- Assist hosts with sign-up sheets, as needed

## **Outside Sign Boards Coordinator**

- Check event questionnaires for information to post on sign boards
- Check with event coordinators for updates
- Work with committee co-chairs if supplies are needed

## **Clubhouse Decorating Coordinator**

- Each clubhouse has a designated coordinator
- Work with the other decorating coordinator to ensure guardhouse is decorated at Christmas
- Work with event hosts to coordinate clubhouse decorations
- Oversee decorating crews
- Utilize existing decorations; if new decorations are needed, request approval by sending email to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com) with Decorating Coordinator as the subject
- Inventory and organize existing decorations, purge as necessary
- Label all containers

## **Social Committee Supply Manager**

- Inventory, order, and stock paper goods (paper towels, paper plates, napkins, utensils. etc.) as needed in both clubhouses
- Inventory, order, and stock coffee supplies (creamer, sugar, bagels, cream cheese, butter, etc.) as needed in both clubhouses

## **Event Host (with or without Entertainment)**

- Pre-Event
  - Check current Host and Crew Event List for latest event volunteers
  - Set up committee members (crew) to help with all aspects of event
  - Set date and time to decorate for the event so as not to conflict with activities already scheduled for the clubhouse
  - Contact Entertainment Coordinator for information about any entertainer(s).

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- Verify date, time, special needs and provide directions to MOSN clubhouse
  - Estimate budget (based on projected cost for food, decorations, entertainment, and miscellaneous expenses) and set admission price based on costs
    - Objective is to cover cost of event
    - Stay within your budget (# attendees x \$ per person)
    - Host will be responsible for all expense reimbursements to crew
  - Coordinate decorating requirements and schedule with Clubhouse Decorating Coordinator
    - If purchasing items, please do not include personal purchases on the same receipt
    - If you need a cash advance, coordinate with Treasurer
    - Obtain host keys from co-chair for the event
  - Complete and submit a Pre-Event Questionnaire to assigned co-chair or email to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com), with all required information 6-weeks prior to the event
  - If necessary, procure check(s) from Treasurer in advance to pay performer, caterer, etc.
    - Send email request to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com) with Treasurer as the subject
  - Coordinate consumable (trash bags, bathroom paper towels, toilet paper, etc.) requirements with the CAM at least two days prior to the event
    - Arrange for CAM to pre-position consumables in an agreed-upon location
- Day of Event
  - Notify MOSN Guard (863-984-3771) with the name of any entertainer(s) coming
    - Ask Guard to direct them to the event location
      - Clubhouse 1 address: 1071 Motorcoach Drive
      - Clubhouse 2 address: 405 Nolane Lane
  - Adjust air conditioning/heat as needed
  - Prepare introduction info for any entertainers
  - Coordinate clean-up of event venue with your crew members
- Post-Event
  - Ensure clubhouse is returned to original condition within 24-hours following the event
  - Remove decorations, place neatly in storage containers and return to proper storage area
  - Clear tables and counters of all trash
  - Place recyclables in appropriate container(s)
  - Place unclaimed personal items on the kitchen pass-thru bar for retrieval by their owners
  - Do not leave any food from the event
    - If there is food that can be used at Ini's Night or First Friday, contact the hosts for those events. If they cannot be reached contact one of the co-chairs
  - Tablecloths: If plastic, throw away; if fabric, shake free of debris and wash. When dry, fold and return to storage
  - Dishes/utensils shall be cleaned, dried, and put away
  - Kitchen counters shall be wiped clean
  - All ovens shall be turned off and wiped clean (Microwaves, Warming (CH 2), Double oven (CH 1))
  - Vacuum and spot clean carpeted areas, if needed
    - Notify the CAM if a more thorough cleaning is needed
  - Spot clean wood/tile floors – DO NOT mop

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- Move tables back to their original positions; including tables borrowed from the craft room
- Wash and dry dish cloths and towels and return to kitchen
- Set thermostat(s) back to original setting
- Ensure fans and lights are turned off
- Complete Post-Event Expense Sheet and submit one copy, with all receipts attached to your assigned co-chair or scan and email to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com) with Post-Event Expense Sheet as the subject
  - Forms can be found on the e-bulletin board or in your host packet

## **Ini's Night Host**

- Volunteers will sign-up to host on sheet posted on CH 1 bulletin board on a weekly basis
- Host will be responsible for ensuring plastic/paper products are available for each night
  - Notify a co-chair if supplies on hand are low or if special items are needed
- Host will arrive at clubhouse early enough to set up the clubhouse and have it ready at 5:00 PM
  - Paper goods are kept in CH1 storage room locker
  - Set up plates, napkins, silverware
  - Set out ice buckets, tongs and ice water pitchers on table in back of the room
- Host will monitor placement of food on the serving tables
- Host is responsible for clean-up of eating area and kitchen following the event
  - Wipe-down all tables
  - Wash dishes that are the property of the clubhouse.
    - Washing attendee's dishes is optional
  - Ensure kitchen is clean and serving utensils put away
  - Ensure all dishcloths and towels are washed, dried, and returned to the kitchen. The CH washer/dryer can be used if desired. The cost of this can be included in the event budget.
  - Ensure all ovens are turned off and wiped clean, if necessary (Microwaves, Double oven)
  - Ensure trash and dropped food is picked up from the floor
  - Ensure garbage is secured in large plastic bags and placed in the refuse containers provided outside side entrance door
  - Place new garbage bags in all garbage cans
  - No food is to be left
- Ensure storage room is locked
- Transfer the Ini's key to the next host

## **Tuesday Morning Coffee Host**

- Volunteers will sign-up on sheet posted on CH 1 bulletin board on a weekly basis
- Host responsibilities
  - Pick up standing order of donuts from Publix Supermarket at Lake Juliana (775 FL-559 in Auburndale) Tuesday mornings at 7:00 am (that is when Publix opens).
- Set-up
  - Check and adjust thermostat setting by using up/down arrows only
  - Set out Activity Fee (\$2 per person) jar in a prominent place
  - Set out creamers and sweeteners, along with tea bags and hot chocolate pouches

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- Set out stirrers and tabletop waste bowl
- Prepare coffee and hot water
- Set out toasters on counter by library along with plates and knives
- Set up table for coffee and donuts with small plates and napkins
- Set out bagels and cream cheese
- Clean-up
  - Clean up appliances and put away
  - Clean up and put away unused food items
  - Clean off tables
  - Wash dishes/utensils and put away
  - Make sure wood floor and carpet are clean; spot clean if necessary and DO NOT MOP the wood floor
- Wrap-up
  - Count Activity Fee money collected (\$2 per person) and complete ledger sheet in money bag
  - Leave enough money in the money bag to cover costs for the next 2 weeks
  - Give money bag /keys to volunteer(s) signed up to host the next week. If they are not available, give bag to a co-chair
  - Return thermostat to pre-set temperature
  - Ensure fans and lights are turned off

## **Tuesday Morning Coffee Guest Speaker Coordinator**

- Serve as single point of contact for scheduling guest speakers
  - Confirm date and time with speaker a few days before the scheduled appearance
  - Inform speakers of procedures
    - Location
    - Arrival Time
    - Time allotted for speaking
- Send an email to [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com) with speaker information for entry on the BBS board and the e-calendar including description of topic; use Coffee Speaker as the subject
- Notify MOSN Guard (863-984-3771) with speaker/company name and ask guard to direct them to Clubhouse 1
- Attend the Tuesday Morning Coffee event to introduce the speaker or make arrangements for someone to fill in for them

## **Social Committee Co-Chair Contact Information:**

- MOSN Social Committee Email – [mosnsocial@gmail.com](mailto:mosnsocial@gmail.com)
- Debbie Alderson (Chair) – (270) 331-3225
- Martha Kuhn (Treasurer) – (502) 599-9733
- Ann House (Co-Chair) – (518) 421-3022
- Linda Bittell (Co-Chair) – (989) 430-6091
- Sandy Atwood (Co-Chair) – (813) 610-6301
- Marlyn Landin (Co-Chair) – (410) 370-8475