

## EVENT CHAIRMAN RESPONSIBILITIES

Thank you for stepping up to chair a social event. As chairman your 10 hours of required work is fulfilled. This may sound like an easy way to get your required hours but you will soon find out that you will actually put in your hours. But besides all that, it will be fun to see your idea and abilities make an event fun for everyone who attends. When developing your plans keep in mind that the event should bring in a small profit. The social committee funds at least two blood drives and the Annual Harvest Party. There is a need for approximately \$1,000 to fund these events and keep supplies of paper plates, plastic ware and etc. stocked. This allows the social committee to be self-sufficient without impacting dues.

**\* If at any time you need help or guidance in the process, do not hesitate to contact the social chair.\***

### Outline of the process:

#### Preliminary Decisions

- Discuss with Social Committee reasons for event, date, time, cost per attendee, whether open to guests, and help needed.
- Keep in mind that you will need at least two months prior to the event to advertise and collect money and reservations. The event will be advertised in the club newsletter so be cognizant of the BBC calendar "newsletter articles due" date.
- Prepare and send announcement flyer to Social Chair ( E-Mail) (example below)
- Consider your cut-off date to allow enough time to acquire needed supplies.

#### Registration Period

- Keep a running list of attendees and moneys received.
- Judges Needed?

#### Day of event (things to think about)

- Decorating and set-up of tables
- Icing down of Pop at least 3 hours before event.
- Making of coffee - regular and decaf
- Food preparation
- Having name badges set out and appoint someone to take names of attendees who paid.
- Keep record of members who worked and how many hours.
- Direct clean-up and putting away of decorations.

#### After the Event (as soon as possible give to the social chair)

- The hours worked by members (this will be on the normal "hours worked" sheet).
  - **Summary Sheet (attached) (3 copies – keep one and 2 social chair) to include:**
    - Revenue - money taken in with accounting of number of Adults and Children.
    - Expenses - copies or originals of all receipts and what they were spent for.
    - Indicate totals and what was remaining after expenses are paid.
    - Indicate who and how much should be reimbursed by check.

***It will be the social chairs responsibility to give cash and checks to the treasure along with the summary sheet.***

**Buckeye Boat Club Social Event Summary Sheet**

Event \_\_\_\_\_ Date \_\_\_\_\_

Chairman \_\_\_\_\_ Phone \_\_\_\_\_

Income:

Number of Adults \_\_\_\_\_ @ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Number of Children \_\_\_\_\_ @ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

Expenses:

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Receipt \_\_\_\_\_ \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Total Profit (Income minus Expenses) \$ \_\_\_\_\_

Reimburse for expenses:

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Please attach original receipts (or copies) and return to the social committee chairman. A copy will be retained with the social committee records and the original forwarded to the BBC treasurer for payment.

Flyer for Newsletter (Name of Event)  
(Graphic Goes Here *be creative*)



Name of Event \_\_\_\_\_

Day and Date \_\_\_\_\_

Time \_\_\_\_\_

Other Activities \_\_\_\_\_

Guests? \_\_\_\_\_

Deadline for Reservations \_\_\_\_\_

Please make checks payable to the: BUCKEYE BOAT CLUB

-----Fill out form below and return with payment -----

Name: \_\_\_\_\_

Adults (\$ ) \_\_\_\_\_ Children (\$ ) 11 and under

I would be willing to:

\_\_\_\_\_ Help Serve

\_\_\_\_\_ Help Clean-up

\_\_\_\_\_ (other)

\_\_\_\_\_ Bring Dessert for (10) People

Send to:

Chairman's Name \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Chairman's Phone \_\_\_\_\_