

HOST/HOSTESS 1-2-3 CHECKLIST

SET UP, SERVE, CLEAN UP

PRESIDENT OR V.P. TO BRING KEYS
Combo for kitchen cabinet posted on underside of
upper cabinet by water jug location)

P. S.A. - Please wash hands prior to set up

Bring to Echo Hill

_____ Snack _____ Pint of half & half or milk _____ Theme decorations (optional)

1. SET UP BEFORE DANCE 7:15 – 8:00 PM Small Room for Refreshments and Ice Tea

Food Tables – Dry good supplies are in Butcher Block Rolling Cabinet in Dance Hall

- ___ Set up two tables in small room; cover with tablecloths (provided in hall cabinet.)
- ___ Plates + napkins + forks + spoons + toothpicks (provided in cabinet)
- ___ Ice Tea (Use 2 serving ladles of ice tea mix + water + ice.) Make one pitcher-back up
- ___ Put out serving ladle + cold cups + 2 Sharpie markers with beverage

Treasurers' Table

- ___ One (1) narrow table in refreshment room + two (2) chairs

Caller's Table

- ___ One (1) narrow or large table on stage

Club Flyers and Event Notices

- ___ Place on rear table in the small hall (throw away dated material)

Chairs

- ___ Perimeter of room under windows (additional chairs in dance hall closet)

Hand Sanitizers

- ___ Place around dance hall and refreshment room

Club Banner

- ___ Hang on left side of the stage

Kitchen Counter for Water & Hot Drinks (supplies in Kitchen Cabinet)

- ___ Keurig: Add water; Countertop: hot cups + stirrers + sugar + creamer
- ___ Water Jug: Water + ice + drip catcher + cold cups + 2 Sharpie markers

2. DUTIES DURING THE DANCE 8 – 9:30 PM

- ___ Beverages; refill up to 9:30 pm.
- ___ Paper goods and utensils; refill as needed.
- ___ Refresh tables during dance.

3. CLEAN UP (You may need to miss last tip to start cleaning up) approx. 9:45 - 10:25 PM

- ___ Move snacks to foyer on top of bins – start at 9:45 to assure all leftovers are taken.
- ___ Wipe dry and fold tablecloths, if reusable. If messy, toss out.
- ___ Return supplies to proper cabinets and lock doors.
(LOCK BUTCHER BLOCK CABINET - KEY ON BLUE LANYARD IN KITCHEN CABINET.)
- ___ Tables and chairs stay in place.
- ___ Windows and doors are closed and locked.
- ___ Kitchen trash gets put in foyer trash bin; put a new trash bag in kitchen bin. ___
- ___ Dry out water jug before putting it away in cabinet.
- ___ Let Co-Epicureans know of empty or low supplies.
- ___ Turn lights OFF (including Rest Rooms) EXCEPT Foyer Light on Bulletin Board.

NO FOOD SHOULD BE LEFT IN ANY CABINET OR DANCE HALL. THERE ARE MICE AND ANTS.