

DINNER COMMITTEE GUIDELINES

- **SETUP:** Room setup is scheduled for 1:00 P.M. on the day of the dinner. Any deviation from this will need to be approved in advance by the property manager. Room arrangement is discretionary. Dinnerware and table service are provided and beverages such as coffee, decaf. coffee, lemonade, and unsweetened tea can be served. Dinner is scheduled to begin at 5:30 P.M. Hosts should arrive between 4:30-4:45 P.M. A Rec. Center employee will be available to assist with the public address/music system.
- **THEMES/ACTIVITIES:** Themes and/or activities for the evening are to be made at the discretion of the planning committee.
- **DECORATIONS:** Approximately \$20 is available for the purchase of new decorations. Receipts will be required if reimbursement is needed. Give receipts to the property manager or assistant property manager. Thanksgiving supplies are stored in a closet at the satellite pool, and a Stoneybrook employee can bring them to the Rec. Center. Lee & Sheri Miller have decorations for most of the holidays which can be used. Please call (941) 567-5058 or email slm19482006@yahoo.com if you wish to use them.
- **SIGN-IN TABLE:** A sign-in table with name badge labels can be situated in the front foyer of the Rec. Center. Sharpies/pens are needed.
- **RAFFLE TABLE:** A 50/50 raffle can be conducted at each dinner in order to defray expenses. Half the money is awarded to the winner and the remainder is to be given a Rec. Center employee or to a member of the Activities Committee. Tickets and basket for tickets can be secured from the assistant property manager during the setup. The raffle table can be situated in the front foyer of the Re. Center. Price is \$1 per ticket or \$5 for six tickets.
- **TEARDOWN:** A Rec. Center employee will take care of putting away tables and chairs and will mop the floors as well as take out the garbage.
- **A FEW THINGS TO REMEMBER:** Acknowledge and recognize newcomers before the dinner is served. Before the evening is over, ask if there are any announcements to be made. Recognize birthdays and anniversaries if appropriate. Thank the committee members.