

Instructions for Hosts at the Hunterdon County Building on Route 12

A Word About Theme Decorations and Food.

Whether to provide decorations or food is totally up to you. Please don't feel obligated to do so. If you decide to decorate, the club has a supply of decorations, paper products, and silverware. The Epicureans will share access to the Google Inventory Sheet with you. If you find anything on the inventory you would like to use, let the Epicureans know and they'll bring it to the venue. The membership is encouraged to bring snacks and other goodies to share. Hosts are not expected to supply these. However, feel free to bring one or two items to share if you'd like.

The Venue

The doors will be open around 7:15pm. The County employees will have the chairs placed around the room. There is a kitchenette available for our use. The venue is air conditioned.

Set Up

- Be at the venue around 7:15pm. The Epicureans will be there around the same time to help with the set up.
- Set up the caller's table on the wall across from the doorway.
- Set the Treasurers' table parallel to the left side of the door.
- Place the Membership/Epicurean table (holds fliers and other info pertaining to the membership and epicurean needs) perpendicular to the treasurer's table.
- Place hand sanitizer on the tables and the kitchenette island.
- Place Kleenex on the kitchen island
- If appropriate, fill the designated container with water. Members will place their used plastic dishes, glassware, and silverware here for cleaning prior to reuse.
- The club will supply bottled water.

Setting Out Decorations and Snacks for Your Theme

- Select decorations and props that reflect the theme. For example – for the theme 'Last Licks of summer' we brought in beach towels, sand toys, seashells, and a cooler. Be as imaginative as you like.
- Feel free to decorate the treasurer's, the membership/epicurean's and the caller's table.
- You can use the kitchenette island for serving. If you need additional tables, there are usually a few set up on the back wall near the kitchenette.
- Set up a "Hot Beverage" station on the kitchen counter if desired.
- You can store items in the refrigerator if needed.
- You can hang items with blue painters' tape on the walls and pillars.
- Remember to leave room on the island for snacks brought by other Flutterwheelers.
- Have fun showcasing your theme!

Clean Up

- Fifteen minutes before the end of the dance, begin dismantling the kitchenette, decorations/food, any theme tables, and the membership/epicurean table.
- Wipe clean any of the undamaged plastic tablecloths and fold for later use.
- Gather up any club decorations, unused paper products, and silverware and return to the Epicureans for re-integration into club inventory.
- Pack up your props, tablecloths, and left-over snacks.
- The treasurers will dismantle their table.
- Place left over snacks brought in by others on one of the tables by the door.
- Look around the room and pick up any trash. Place it in the appropriate bins (recycle etc.) in the room.
- At the end of the dance, move any theme, and the Membership/Epicurean tables back to their original positions.