

Instructions for Hosts at the PeopleCare Center in Bridgewater

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. There is a kitchenette available for our use. The venue is air conditioned.

Set Up

- Arrive 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 short wall at the far end of the room.
- Set up the Treasurers' table to the right of the door upon entry.
- Place the Membership/Epicurean table (holds fliers and other info pertaining to the membership and epicurean needs) next to the Treasurer's table.
- Set up the food tables in front of the kitchen area (see diagram).
- Place hand sanitizer on the Membership/Epicurean and the Food tables.
- Place a Kleenex box on the Food Table
- If appropriate, put out the designated tub and sign instructing Members to place their used plastic dishes, glassware, and silverware here for cleaning prior to reuse on the last of the food tables.
- The club will supply bottled water.
- Make sure the chairs are against the walls around the room.

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 hang items with blue painters' tape on the walls.
- Remember to leave room on the tables for snacks brought by other Flutterwheelers.
- Have fun showcasing your theme!

Clean Up

- Fifteen minutes before the end of the dance, begin dismantling the decorations/food, any theme tables, and the Treasurer, Membership/Epicurean tables.
- Wipe clean any of the undamaged plastic tablecloths and fold for later use.
- If appropriate, hand wash and dry any club utensils, plastic dishes, glassware, and silverware.
- Gather up any club decorations, unused paper products, utensils, plastic dishes, glassware, 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 front tables by the door.
- Look around the room and dispose of any trash in the appropriate bins (recycle etc.) in the room.
- At the end of the dance, move the theme, food, membership/epicurean, and caller tables back to their original positions.

Kitchen Area

Food

Food

M/E

Treasurer



Caller