

## **Newcomers Club Job Descriptions**

### **Hospitality**

- Determine, organize catered food for all events including dinners, paper products, utensils, tablecloths. Beverages of any kind will not be provided. Board members can assist with table decorations and table signs (newcomers) as needed.

### **Board Meeting Prior to the Event**

- Provide the menu including costs (food, taxes, tip)
- Discuss table decorations
- Set the deadline date for reservations to the event
- Discuss future events and caterers

### **One Week Prior to the Event**

- Deliver the final headcount to the caterer
- Inform the activities director at the Plantation House desired floor plan arrangement and number of tables needed. (Floor plans are available from the Plantation House office)
- Establish the seating arrangements that will ensure new members feel welcome.

### **Event Day**

- Pick up the Plantation House key and the Activity form from the Plantation House before closing.
- Purchase dessert if the club is providing it.
- Ensure the caterer has what is needed, as well as directions to the Plantation House, and a guest pass (currently \$15).
- Set the tables with the table cloths, centerpieces and table signs.
- Provide the treasurer with catering cost receipts.
- After the event, oversee and assist in clean-up. Dispose of table cloths, check for food on tables or floors, take out the trash, check the kitchen for any items needing to be cleaned up.
- The cabinet located at the top of the back stairs is available for storage of any non-perishables (paper products).
- Turn off all lights, lock all doors. Put key in the drop box next to Plantation House door.