

APYC
PROCEDURES FOR OPEN THEME NIGHTS and Crew Events

Hosts:

- **Open Theme Nights:** Several members may host an individual open theme night. One member should be listed as the lead host.
- **Crew Events** - All members of a Crew will be the hosts along with their Crew Leader.

Theme:

- Hosts/Crews may select a theme that is unique to the time of the year or a state or national celebration. The event can also just be called what is being served. Example: Italian night, Pork Tenderloin Night, etc.
- Hosts/Crew Members will plan and prepare the food and may decorate the club.
- Activities are encouraged along with a raffle or other fund raising ideas such as a half/half.
- Crew Events should have a theme with decorations. A fundraising is encouraged.

Invitation:

- The invitation will be created by the lead host with the help of the Social Chair.
- Invitations will be mailed to members by the Social Chair.

RSVPs:

- The lead host or crew leader's email address will be listed on the invitation for RSVPs. Any RSVPs sent to the APYC email will be sent the lead host/crew leader by the social chair.
- The RSVP list will be kept by the lead host/crew leader.

Tables:

- Tables should be already set. More tables are available in the store room by the TV. Check to make sure tables are clean.

AC/Heater:

- Turn up or down thermostat as needed. Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.

Paper Goods:

- All paper goods are supplied by APYC and are available in the upper kitchen cabinets to the left of the stove or storage room.
- Put out silverware holder. Re-fill if needed. Additional silverware is available in lower cabinets to the left of stove.

Bar:

- Bar is kept stocked. Liquor is left out on bar.
- Wine is in refrigerator. Put out white and red wines. Keep wine chilled using red bucket or large galvanize bucket for larger groups. Fill bucket with ice. If you are not sure what guest will want to drink, wait to open wines until guests arrive.
- Fill little red ice chest with ice. Place on liquor bar for drinks.
- Put out large cups for drinks and small clear cups for wine. Additional cups are in lower bar cabinets. Extra cups in pantry.
- Mixers are located below the bar.
- Extra wine is in the upper cabinet at end of kitchen & Pinot Grigio is in the cabinet below liquor bar. Extra liquor is under cabinet of liquor bar & in the office.

Food:

- Food tables are already set-up. Use oven/stove to prepare/heat food is needed.
- Check the pantry and refrigerator for items (condiments) you need.

Cost:

Hosts/Crew members decide on the cost per member depending on the meal served. A usual fee is in the \$10 -\$15 range. Crew events may charge more.

- Hosts/Crew Leader will be sent the RSVPs received the APYC email. A list of RSVPs should be kept by the lead host/crew leader.
- A check in table to collect money should be set up the night of the event,

At the end of the event:

Count Money:

- Keep bar and food money separate.
- Record the amounts on the small notebook in drawer to the right of beer cooler. Also record the number of people.
- Place money in envelopes located in same drawer.
- Write information on envelope:
Event Name and Date
Number of People
Amount collected from food.
Amount collected from bar.
- Money goes in office in safe.
- Office key is located in lock box in kitchen. Located on the upper cabinet door next to ovens. Use code to open.
- Safe is located in office on the floor, black and grey box.

Tricky to open: You turn key, push down on lid above key & pull up.

Receipts:

- Receipts for reimbursement for food should be placed in the money envelope. The event name and host or crew member's name should be written on the receipt. A check will be mailed from the treasurer to the club member.

Clean up:

- Clean the kitchen, tables, and buffet table.
- Empty all trash cans and take to the dumpster.
- Replace all trash bags. Bags are located in the pantry.
- Turn off all lights (bathroom, store room, pantry) and ceiling fans.

Lock all doors and Gates

- Lock the doors to the Clubhouse and the gates.
- Make sure that the side door is locked.

AC/Heater:

- Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.

Additional procedures are posted on kitchen counter by ice maker.

If you have any suggested changes/additions to this procedure, please contact Debra Heinsohn at 512-757-2659 or db05@txstate.edu. Thanks.

Revised by Debra Heinsohn

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