

	Host Check List	Done
1	Read the host guidelines located in the green binder at the bulletin boards	
2	Send out E-mails the week and a day or two before the event creating excitement and what to bring; be sure to include date and time.	
3	Coordinate who is handling the 50/50 raffle	
4	Get tickets and cash box from the board member in charge of the evening	
5	Write down 1st door prize ticket number and place in bottom of cash box before you hand out tickets; this determines the number of people in attendance	
6	Be sure to explain the voting procedure as the tickets are handed out..make sure they know that the voting containers are located on the right side of the kitchen counter(show them)...If door prizes are given out- make sure ticket is returned to winner for voting at the end of the evening	
7	Put ice out in the ice bucket on the kitchen counter	
8	Coordinate Snack Counter: Decide where food will be placed; on counter, on a separate table, in the little room etc.	
	ONCE THE BAND IS DONE PLAYING - AFTER THE ENCORE	
9	Coordinate Clean-Crew: Trash Cans emptied, Food put away, tables wiped down put back in place, decorations removal	
If you have any questions please contact a board member: numbers are listed on bulletin board		