

# Event Host Guidelines

The Fun Association wants to thank all hosts for their hard work and contribution to making all of our time here at Natures Resort so enjoyable.

Please note that the Fun Association will never reimburse for the purchase of alcohol.

## Dances

- May decorate according to theme (check with the Decoration Coordinator on what is available in existing decorations) making sure that the decorations do not interfere with any other events
- Recruit any helpers you may need
- Ensure tables are set up with correct distance using the measure stick in carriage house
- May place a sign reserving the seats for host and helpers prior to two hours before the event (Max 1 table of 6)
- May request up to \$30.00 for door prizes/decorations etc in advance
- Must have a 50/50 raffle (unless otherwise approved by Board)
- Must provide to all in attendance a ticket to be used for voting/and or door prizes. Please do not "announce" that the ticket are for voting
- Make sure that ice is set out in the ice bucket for use by all in attendance
- Ensure that any snacks etc brought by members are set out and the table is kept tidy
- Ensure that the tables are wiped down and everything is clean and tidy following the event
- Remove decorations after the dance is over (does not have to be the same night as long as they do not interfere with any other event.)

## Food Events

- May have potluck, provide meal or a combination of both
- Determine the cost if any to partake in the Food Event
- Make a flyer and signup sheet if required prior to the event
- Shop for the items required for the Food Event and prepare them as required
- Keep all receipts and submit with report of how many served, total income, total expenses, and total profit
- Recruit all helpers required to have the food event run smoothly
- The Fun Association will provide ice as required
- The Fun Association will provide, all dishes, bowls, cups, utensils napkins etc
- Items that are in the fridge may be used for food events and any items left may be used for the next food event
- Ensure that the tables are wiped down and everything is clean and tidy following the event
- Make sure garbage is emptied and taken to the dumpster

**Any questions or concerns, please ask a Board Member!**