

Operating Guidelines Christmas Santa Party Chairperson(s)

September

1. Call the Property Manager to confirm the reservation for the clubhouse for first Friday in Dec.
2. Create a party announcement and email a copy to the Ahooga Editor. Also send to webmaster to post on the website.
3. Make a sign-up sheet for attendees to pass around at the Oct & Nov. club meetings. Include a column for # of children they will bring. Ask secretary to be added to agenda. (Add note for children to wash hands prior to Santa arrival)
4. Attend Sept Board Meeting to:
 - Coordinate with the President to assign main dish items for board members to bring – turkey, hams, lasagne etc.
 - Remind Officers and Board Members they are responsible for set up & clean up. Assign a kitchen coordinator and separate clean up coordinator. Let them know what time to arrive
5. Confirm the budget allowance for the party with the treasurer.
6. Find a volunteer Santa.
7. A large Santa chair belonging to the Champions is available to borrow. Contact Dave Champion Jr.

October

8. Make and fill children's stockings. Can be delegated to someone on the Board. Make enough for all children who have signed up to attend plus a few extra for last minute add-ons. The Dollar Store and Oriental Trading Co. (online) are good sources for stocking stuffers.
9. Purchase tablecloths, dinner plates, napkins, dessert plates & napkins, cups (hot and cold) plastic cutlery. Check with previous party chairperson and/or refreshment chairperson to see if there are stored paper goods available.
10. Table decorations for 32 tables were created new in 2017. Contact the Properties Manager for current storage location. The artificial tree and ornaments are also in storage.

November

11. Attend November Board Meeting and provide updates and reminders about the party.
12. Call to coordinate and confirm with all those who are bringing items or helping in any way.
13. Visit Community Clubhouse and review table layout for # planning to attend. Kitchen supplies such as paper towels, hot pads, dish soap, sponges will need to be brought.
14. Plan for purchase of rolls, butter, salt and pepper, and water bottles (8 oz size is good)
15. Plan/arrange for music (optional)
16. Arrange for club microphone/loudspeaker system to be brought.

Day of the party

17. Arrive at 4:00 p.m. (If any earlier arrival, they may want to charge for extra time. Is reserved for 4 hours)
18. Gather the coffee pot, coffee, lemonade jug, lemonade mix, creamer/sugar, box of serving utensils from clubhouse. Pick up ice.
19. Bring extension cords, power strips, large chair for Santa (Dave Champion will bring) tape, markers, pens/pencils, scissors wipes for children's hands.
20. Coordinate set up of tables, chairs, decorations, tree, and Santa's area.

After the Party

21. Turn in receipts of all purchased items to Treasurer. Check with previous party chair for tracking spreadsheet.
22. Prepare short report for Ahooga editor for January issue and include approx. # of attendees, etc.