

Process for Coordinating Social Events

30 - 45 Days before event:

- Submit request to chair event to BOD
- Request any financial support from BOD (balls, drinks, paper products, pizza, etc.)

3 weeks before event:

- Make up and Obtain BOD approval for:
 - Communication memo to go to STC membership
 - Flyer to be posted on bulletin approval (suggested format for flyer on website)
 - Flyer and/or announcement to be posted on website
- Have Coordinator reserve estimated (or fixed) courts for event
- Post Sign-up Sheets (for play and food, if potluck) on Bulletin Board outside STC

1 week before event

- Get Committee Members to help:
 - Table and chair set up (usually 3 -4 guys, the day before)
 - Decorating and Indoor table set up (usually 3 – 4 people)
 - Food Management & Crowd control (usually 3 – 4 people)
 - Clean-up and breakdown (usually 3 – 4 people, plus participants will help)
- Get people from different STC ratings to help you with court match-up
- Get decorations if needed (BOD approval for expenditure)
- Confirm paper products available

3 days before event:

- Pull sign up sheet; if uneven numbers, name subs or get more people to fill empty slots
- Notify Coordinator of how many courts you need
- Make up matches with help from other “raters”

2 days before event:

- Publish match schedules via email, posting on board, (coordinators) and on the website (Riley)
- Get key & alarm code from STC Coordinator (need BOD approval)

1 day before event: (Set Up Committee)

- Set up tables inside and out, additional chairs if needed
- Move inside furniture to make room for buffet line tables
- Set up buffet line tables inside
- Lock up restrooms, tennis center, set alarm when you leave

Day of event (before tennis activity) (Decorating Committee)

- Have Decorating Committee decorate as desired (event decorations are in shed)
- Receive food, refrigerate food as necessary
- Set out paper products
- Make lemonade, ice tea, coffee, if desired

Day of event (20 - 30 minutes before tennis ends) (Food Management Committee)

- Lock yourself inside so people don't start coming in and take food
- Set out food
- Have people enter STC through front door, get food, exit patio door

Day of event (after) (Clean Up Committee)

- Return all decorations, tables & chairs to shed
- Put furniture inside and out back in place
- Take down any signs, decorations
- Take home dirty dishtowels to wash and return
- Lock up restrooms, tennis center, set alarm before you leave

Next Day

- Return key to Coordinator
- Send out thank you note (or have BOD do it)