

# GUIDELINES FOR HOSTING A WBYC SOCIAL EVENT



**WAQUOIT BAY  
YACHT CLUB**  
EST. 1926

Thank you for hosting a social event for WBYC! As a volunteer-driven club, we depend on our members to organize each season's social events. It's a great way to get involved and meet people — and it's fun!

You have wide latitude to determine the type of event you want to host. It does not need to be complicated! Below are some general guidelines. Feel free to contact the Social Committee with questions or for background on past events.

## KEY CONTACTS:

*Social Committee Event Advisors:*

Nancy Sawyer, [ntasawyer@hotmail.com](mailto:ntasawyer@hotmail.com)

Mary Sue Englund, [msuenglund@gmail.com](mailto:msuenglund@gmail.com)

Katie Propper, [katiepropper@gmail.com](mailto:katiepropper@gmail.com)

*Webmaster:*

Jessica Alfieri, [info@waquoitbayyachtclub.com](mailto:info@waquoitbayyachtclub.com)

*Treasurer:*

Steve Johnson, 603-557-7918, [sjseapit@gmail.com](mailto:sjseapit@gmail.com)

## GUIDELINES

### SET THE DATE, TIME & THEME

- Contact Nancy Sawyer to review available dates and select one.

### ORGANIZE HELP

- Solicit several volunteers to help with event planning, setup, prep and clean-up.  
*Contact Social Committee if you need help recruiting volunteers.*

### SELECT A MENU

- Choose either to make the food or cater the event.
- Food can be prepared at home or at the club.
- Food can be served family style, buffet style or plated individually.



## SEND INVITATIONS



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- Design an invitation/flier or ask the Social Committee for help.
- Work with Jessica to send a save-the-date email, followed by the invite.  
*Please provide event details at least 3-4 weeks prior to the event RSVP date to allow adequate time to notify the membership.*
- Use your preferred method to request RSVPs.
- Ask Nancy Sawyer to prepare the signboard poster for the event.

## DECORATING/CLEANING

- Determine decorations (if using)  
*The Club has several bins of theme-oriented decorations from past events (e.g., Western night, Hawaii night, Mexican night, etc. A list is posted on the bulletin board) or you can purchase some.*
- Ensure the clubhouse and deck are relatively clean.  
*Wipe kitchen counters, sweep or vacuum floors, wipe out bathrooms, check toilet paper.*

## SETUP

- Check-In Table  
*Designate someone to collect money and check in attendees. Everyone pays.*
- Bar (for 50 ppl):
  - 2 Bags of Ice  
*From ice chest, put in cooler beside bar*
  - Soft Drinks & Mixers (from refrigerator)  
*2 Cokes, 2 Diet Cokes, 2 Ginger Ales, 2 Tonic Waters*
  - Wine glasses (30); plastic cups (50); cocktail napkins; cut-up limes (2)
  - Specialty Drinks (Optional)  
*Set up blender, glasses, and donation container (about \$3)*
- Coffee (if offering):
  - Use large shiny urn in the kitchen. Use one 11 oz. can. Brewing time is about 30 minutes. Smaller pot can be used for decaf if desired.
  - Creamer, sugar, spoons, cups, napkins are available in the kitchen.

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- Tables  
*Each table seats 8-10, tablecloths are in labeled bins in the ladies room closet.*

- Trash Cans  
*Place large trash cans in the main room and porch area. Liners are located under the kitchen sink.*

## MUSIC

- The Club has an audio system which can accommodate music streaming. Instructions on using the system are located on the left-hand side of the fireplace. Contact Jon Englund at [palacerules@gmail.com](mailto:palacerules@gmail.com) with questions.

## RAFFLE (OPTIONAL)

- Solicit contributions or buy 6-8 raffle items.  
*Examples: bottle of wine, gift certificate, WBYC swag, plant.*
- Assign someone to sell raffle tickets and officiate raffle.  
*Usually held after dinner and before dessert.*

## FINANCES

- Determine admission fee for the event.  
*Events are not intended to be fundraisers - breaking even is great!*
- Check inventory at the Club for paper goods, ice, soft drinks, mixers, etc. before purchasing more.
- Save receipts for event-related purchases for reimbursement.  
*The Club has a credit card for large purchases - contact Jon Englund for information.*
- Cash box is usually in front desk.
- Reimbursement Process:
  - Save receipts and document purchases.
  - Complete WBYC Social Events Accounting Worksheet and put it in the Treasurer's box next to Steward's desk. If you have checks or cash to turn in, please contact the Treasurer Steven Johnson. Send a copy of the form and documentation to Paul Lafferty ([mpapalaff48@gmail.com](mailto:mpapalaff48@gmail.com)) for Social Committee records.



## CLEAN-UP

- Clear tables and wash dishes. Sanitizer available, check instructions before using.
- Break down tables and stack chairs.
- Sweep floors, empty trash in dumpster, tidy bathrooms.
- Lock doors and windows, turn off lights.
- Bring linens home to launder or have them sent out for cleaning and pay out of the proceeds. Once clean, return to bins.



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# WBYC SOCIAL EVENT ACCOUNTING WORKSHEET



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Date:	
Event:	

## DOOR

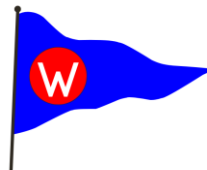
# Adults	Adult Price	Subtotal	
#Children	Child Price	Subtotal	
		<b>Total</b>	

Door Cash	
Door Checks	
Raffle Cash	
Drinks Cash	
<b>Total Take</b>	

## EXPENSES

Who	Amount	Paid Cash	Paid Check	Paid Credit





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Total Take	
Minus Expenses	
<b>Profit</b>	

- For help or advice on filling out this form contact Paul Lafferty [papalaff48@gmail.com](mailto:papalaff48@gmail.com)
- Put the form and receipts in the Treasurer's box by the Steward's desk for reimbursement
- If you have cash or checks to turn in along with the form contact Treasurer Steven Johnson [sjseapit@gmail.com](mailto:sjseapit@gmail.com)

