

COUNTRY SUNSHINERS CLUB - HOSTING DUTIES

- Arrive at Duggan Hall a half hour before dance start time – dance starts at 7:00 p.m. (Both Faye Malsbury and Carman Dufresne have keys to the hall and will open the hall about 6:30 p.m.)
- Hosting duties are comprised of three separate tasks– see detailed description below:
 - Greeter;
 - Kitchen, coffee and snacks;
 - Table and chair set up and take down (3 tables on regular nights and several on special nights)Sign up for one or all of these duties in sign up binder at hall entrance.

- **GENERAL INFORMATION:**

Supplies are in the large white wooden chest and duffel bag which is stored under the stage. Other coffee, etc. supplies are in locked pull out drawer and lower cupboard next to the stove. Club provides store bought cookies as snacks for regular dance nights. Carman & Faye have the keys for these cupboards.

Social Convenors for Special nights are Debbie and Warren Johnson. They may ask other individuals to provide baking, veggies, crackers, cheese, etc. sometimes a punch. Out-of-pocket costs for special dances will be reimbursed by the Club based on receipts submitted **AS LONG AS THEY ARE WITHIN THE BUDGETED AMOUNT** for that special dance. Speak to the Treasurer or the President if you are unsure of the amounts allowed. *Even if you don't want to be reimbursed please indicate the cost so the Club has a better record of the special dances cost.*

Wear a host or hostess badge – you are doing the work and deserve to be recognized.

- **GREETER:**
 - Attend at hall about 6:30 p.m.
 - Main task is to greet people at the door, direct them to the admissions table and generally welcome them to our event;
- **KITCHEN, COFFEE AND SNACKS:**
 - When making coffee and tea ensure ***Only one appliance per plug in until coffee has perked or you will throw a breaker.***
 - Coffee: use 2 coffee urns stored in large wooden chest (1 regular and 1 decaffeinated) .
 - for 35 cups coffee use about one and a half styrofoam cups of coffee.

- Tea: heat hot water in small urn or heat water in small white coffee maker.
 - Water: Cold water is put in large clear plastic container. If you wish to bring ice, there is a freezer in back room (FOB is required to open that door).
 - Set out the disposable cups, coffeemate, sugar/sweetener. Fresh half litre of 10% cream will be provided each evening. (At present Walter Levesque is doing the shopping for this and other supplies).
 - Prepare 2 or 3 trays of snacks, cookies, crackers which are provided by Club and located in the kitchen cupboards or white box (use your discretion depending on number of dancers attending that evening).
 - FOR REGULAR DANCES: Put out these snacks at about 8:15 pm so they are ready after last Fast Track tip.
 - FOR SPECIAL DANCES: Follow directions of Host Couple for that evening (usually Debbie & Warren Johnson) – punch and other goodies may be served. Check for sign up sheet from Debbie on what food or assistance is required.
 - Anytime after 9:00 p.m. you can start cleaning up the kitchen (you can do this at the end of the dance – we will still all be there SO NO need to miss a dance just to clean up!!)
 - Lock up kitchen cupboards. Return keys to Carman or Faye.
- **TABLE AND CHAIR SET UP and TAKE DOWN:**
 - Set out chairs around perimeter of the hall.
 - Set out tables - require 3 tables for regular nights - one table for refreshments, one table just inside the main door for Treasurer (including tablecloth and basket of pens) and one table on stage for caller's equipment.
 - For Special Dances more tables are required – check with the Special Social Convenors Debbie and Warren Johnson for details.
 - Set up banner and mascots – they are stored in large white chest and need to be placed on the stage.
 - Put out hosting book, flyers and announcements on table that is already set up in foyer.
 - After the dance is concluded, put chairs and tables away.
 - Return large storage box and duffel bag to their place under the stage.
 - Lock up cupboard under stage and check kitchen cupboards.
 - Return keys to Carman or Faye.

Let one of the Social Convenors know if any supplies are running low or if you have any questions, concerns or suggestions.

This year's lead Social Convenors are Amy & Reiner Loewen, Marianne & Tony Ouwehand, Cathy Robinson & Ron Kulak. Debbie & Warren Johnson will look after special dances.

Questions or concerns please speak to me:

President: Barbara Rehn Phone or text 780-906-6862