

## KBV Socials

Confirm date and time through KBV office. Usually Friday evening from 6:00—9:00 pm is a good time. Confirm hosts---usually two couples/ 3-4 people to plan the event and work with them to explain responsibilities. The Social Chairman contacts the hosts and gives option of hosts securing their own friends to help or letting the chairman find others to co-host.

KBV office is usually willing to design 8X11 posters to announce in the mail box areas and the office will also send an email announcement twice before the event to the neighborhood. Send event details to office staff---including theme, live music.

### Preparing for the Party:

Show hosts how to use foam inserts stored under the pool table to 'fill in' the table top. Set up decorations for the social on the day of the event.

Hosts may use some table coverings and food service items that are in large plastic bins in the closet beside the refrigerator.

Hosts provide napkins, plates and forks, name tags, a small cooler of ice and plastic cups for drinks. \*\*\* hosts may turn in **receipts** to the Social Chairman for reimbursement for supplies for a maximum of \_\$50.00.

Hosts may need to ask the office for use of the key to uncover the A/C control box if the Social Chairman isn't available to handle this. After clean up the control needs to be re-set to normal daytime setting.

### Clean up After the Party

Be present and stay until the end of the social

Vacuum floor, spray down tables and counters, clean bathrooms, re-set pool table. If furniture was moved, it must be put back in place.

Encourage use of recycle bin and trash bin and empty all in outside bins. Extra garbage bags might be needed

Turn off lights-----a few stay on automatically-----and lock doors.