

Dinner Dance Coordinator Duties:

Venue: Creek Center Banquet Hall

Duties:

Work with Music Directors in September to determine suitable data for the event. Note: best day for event is Friday evening from 6 to 10 pm.

Once date has been established. Make arrangements to complete contract and request a deposit check from treasurer. Or have Steve enlist assistance to post on School Dude.

Maintain all contract paperwork. Minimum requirement is 125 guests.

Start advertising event at Christmas concerts and in newsletters and website ASAP.

As date approaches, prepare student memo and ticket order forms or use virtual tickets, and distribute to music directors. Include an envelope for checks/cash. Memo has been created, just update with current information. Take down all names and have on a master list and check off at door.

Virtual Tickets: As ticket orders come in maintain a complete list of guests and appropriate students for reconciling ticket sales, money, etc. The final guest list will also serve as a summary of expenses, cash receipts, and ultimate profit. Tickets are not needed. Just need to check off names at the door.

Place pre-sold tickets in small envelope and put students name for identification purposes. Order forms will indicate if tickets should be given to students or will be picked up at the door. Boosters have a stock of envelopes. If necessary purchase more and give receipt to Booster Treasurer for reimbursement.

See dinner dance file for menu selections.

Table amount of 8 guests when total occupancy is up to 240. (they have 30 round tables)
Table amount of 10 guests when total occupancy is above 240.

Set a drop dead date for pre-sale tickets. After that date has passed charge an additional \$5.00 for guest and student tickets. This reduces door sales which require last minute changes in food quantity to accommodate unknown guests.

Dinner Dance Coordinator or Raffle Coordinator needs to keep master list of all donations and send thank you letter after event. A memo has been created, just update with appropriate information.

Dinner Dance Coordinator needs to recruit parents to assist with door sales and/or ticket distribution.

Dated: 01/13/13

Dinner Dance Coordinator will direct tables when to proceed to buffet table.

As checks come in, send to Treasurer. Money collected at dinner dance for door ticket sales must be kept separately from raffles. Raffle ticket money and 50/50 proceeds must be kept separately for accounting purposes. All money needs to be accounted for and given to treasurer the following day for deposit.

Raffle Coordinator needs to recruit parents to man the raffle tickets and 50/50 tickets.

Dinner Dance Coordinate will prepare a final summary of expenses and profits of dinner dance. Format is already prepared using an Excel spreadsheet.

Achatz Soup and Catering – 586-727-1452

Creek Center Hall – Mr. Tracy Kallek, Hall Manager Home: 586-784-8884.

Tracy.kallek@gmail.com

Hall: 586-784-8920

Dated: 01/13/13