

## **Guide for Hosting an Event**

Contact the *Activity Committee* if you have any questions or need help in any way. The best and fast way is using the email address [activities@retamavillageac.com](mailto:activities@retamavillageac.com) If you do not have email available you are more than welcome to contact a member in person.

### **Planning**

\*Check Activity Calendar & make sure no other event is scheduled. If your event includes food be sure the kitchen is available the day before and after. (Remember many residents choose to attend only a certain number of food related events and holding them too close together may hurt your attendance)

. \*email Activities Committee with full info –location time, activity along with name & telephone # of host to be listed as Contact Person on calendar.

### **Cost & Ticket Sales**

\*These types of events typically include a meal provided, paid entertainment, trips where charges are incurred, or other types of advance payments.

\*Activities Committee needs 30 days notice in order to sell the tickets for the event

\*You need to provide the Activities Committee with the amount needed to be collected to cover your expenses. If you are unsure how much to charge there are many residents who have experience with this who are happy to help

\*If the event has only a small charge/donation ie \$1.00 hot dogs then tickets are not going to work and we can look at them individually to decide what will work best.

\*Don't forget to have change available if necessary for the event.

### **Liquor**

Due to the State of Texas Liquor Laws an event cannot charge for the serving of alcohol without purchasing a license. Therefore event ticket prices cannot include any type of liquor prices. You can have a basket for donations for alcohol, but we can't ask for or request them.

### **Expenses**

You have the option of purchasing the items needed for your event with your own money or going to the Treasurer for an advance. Any money collected from ticket sales for an event are turned over to the Treasurer. You need to furnish the Treasurer an itemized list of expenses and a copy of receipts for reimbursement.

## **Decorations**

Check the Event Tubs in the storage room (off Patio) & under sink in Ladies room. Look on back of pantry door for location of supplies & to see if there are items you can use. If you plan on purchasing new decorations there should be an allotted amount in the ticket sales charge. Keep in mind we are limited in storage space and the next person may not wish to use your decorations. Good clean decorations should be placed in the appropriate tub in the storage room.

## **Off Site**

Notify Activities Committee to post to calendar

## **Advertising**

In order to let the Villagers know about your Events ASAP we suggest you make flyers to be placed on each of the 5 bulletin Boards in the Clubhouse. Due to limited space flyers should only be a half sheet. You can place them in the Fitness Room, Entrance of pool side restrooms and craft room. The Clubhouse and Mailcenter are locked and you need to take these to an Activities Committee member to post. Since many residents are on The Retama Facebook page you could place a message there. Remember not everyone is on Facebook and any changes need to go on the official calendar. Remind people to bring their own place settings and drinks. Ask your guests to not clean their dishes in the kitchen area so that you have room to clean up. (if possible put this at the bottom of flyer)

## **Clean up**

At the conclusion of the event you are responsible for the clean-up of the area. This includes the kitchen, dining room, storage of the chairs and tables and any other areas that were used during the event. Brooms and dust mops are located in the storage room just off the dining room. Please make sure all tables are wiped down, empty trash (garbage can behind outdoor kitchen) and put in clean trash bags. Tablecloths dishcloths etc must be laundered and returned within 24 hours.

## **Report**

Complete an Event Final Summary form immediately following the event and submit to the Activities Committee. This report really helps others who may be willing to host an event.