

RLC Event Coordinator Responsibilities

- In conjunction with Lifestyle Committee:
 - set dates for event, posting of signup sheets or date of ticket sales
 - determine number of spaces available for event
 - determine ticket price for event – will the event breakeven or raise money for RLC event fund
 - determine whether there will be a Fair Share Drawing
- Send information about event to Pat Zisa to include in weekly community email
- Post sign-up sheet and flyer for event on clubhouse bulletin board on the date advertised that it is to be posted. If unable to post sign-up sheet by the advertised date, contact Susan Koenig (Chair) or Kathy Boyd (Minutes) to post sheet and flyer for coordinator
- For events requiring nametags, contact Kate Furnas
- Check with Lifestyle Chair before purchasing anything for event in order to assure that supplies are needed and purchases will be reimbursed
- Event set up, which includes:
 - Getting volunteers to help with setting up
 - Setup tables and chairs
 - Decorate
- Arrive at least 15 minutes early for event. If it is a special event where there is a guest, performer, etc. that requires special set-up that day, arrange to let them in the clubhouse and assist as needed.
- Get event trash and recycle cans from Pump Room. Kathy Boyd, Sal Zisa and Barry Phillips have keys
- Event clean up, which includes:
 - Getting volunteers to help with clean up
 - Clean up tables, decorations, and kitchen counters
 - Return tables and chairs to their original placement before event
 - If microwave was used, make sure it's clean
 - Transfer trash from indoor containers to outdoor receptacles
 - Check floors and sweep as needed
 - Take any towels used home to be washed
 - Return any unused paper goods and supplies to the RLC supply closet and lock it up
 - Make sure all doors and windows are closed and locked
 - If thermostat was adjusted for event, return the temperature to correct setting
 - Turn off all lights and fans that were turned on for the event
- **REMAIN UNTIL EVERYTHING IS DONE. COORDINATOR IS LAST TO LEAVE!**
- Submit reimbursement form after event has taken place