

MARCO MEN'S CLUB

INSTRUCTIONS FOR HOSTING "REGULAR" EVENTS

(Social events such as dinners, lunches, parties, etc, requiring, for example, Name Tags & Meal Coupons. Please use the [Theater Host Guide](#) for events with tickets such as Plays, Concerts & Sporting events)

Thank you for being an Event Host. Your duties are outlined below:

1. **Activity Agreements.** All events require some form of documentation or contract between MMC and the event facility to ensure the MMC understanding of price and what is to be supplied, corresponds with the facility's understanding. These **Activity Agreements** are usually prepared and obtained by the assigned VP or Chairman. **Verbal agreements are not acceptable.**
2. **Review MMC Processes.** Once you have agreed to host an event you should receive a copy of the **Activity Agreement** and **Flyer** for the event from the VP or Chairman who oversees the event. Check that your contact information including phone number and email is correct on the flyer so that members can contact you. You should also download an **Event Spreadsheet for REGULAR EVENTS** from the MMC website – you will find that under the "**Business**" tab at the top of almost every page, and then click on "**Event Hosts: All Instructions & Forms**" and scroll down in the index to "**2D) EVENT SPREADSHEETS**". Or follow this direct link.
https://marcomensclub.com/Forms/Forms.htm#Regular_Events
Click on the REGULAR EVENT spreadsheet to download it and use the "Save as" command to rename and save that spreadsheet to your desktop or a folder for future use with the event. Please download a "fresh" copy of the spreadsheet for each event. The MMC website also has a **Quick Start Guide** on the same page of Official Forms that will help you get started using the REGULAR EVENT spreadsheet. Please read this guide before using the spreadsheet.
<https://marcomensclub.com/Forms/QuickStartGuide-RegularEventsSpreadsheet.pdf>
On the **Regular Event Spreadsheet**, start by entering the name, date and location, and other information describing your event in the upper part (7 boxes) of the spreadsheet, then enter your own name, along with your spouse or S/O, as the first on the list of attendees. Follow the **Regular Event Quick Start Guide** to set up the meal selections part of the spreadsheet if applicable.
3. **Host Freebie.** **The Event Host and the Event Host's spouse or significant other receive free tickets or meals for the event up to a maximum cost of \$100.00. The host only pays the amount that exceeds \$100.00 for the two tickets or meals.**
4. **Create Attendee List.** As members' checks come in, keep a record on the **Event Spreadsheet** of who paid and all the rest of their information provided with the

reservation forms. Events are for members (and spouses or significant others) only unless there is room for guests after all members (and spouses or S/O's) are accommodated. If guests sign up with members, put them on a waitlist in the order they were received. If space or tickets are available, add guests in the order in which they registered for the event. At that time, please notify the registered member whether or not the guests may attend the event. (Waitlists are not often required; most events do not sell out. Check with your VP advisor to see if this policy is required for this event.)

5. **Update “Who’s Coming”.** Once there are a significant number of checks posted on the spreadsheet, forward the complete worksheet to the Webmaster, **Ed Crane** so that he can post the “Who Is Coming” info on the MMC website. Periodically update the webmaster as you revise your spreadsheet. You can do this as often as you like.
6. **Menu Selections.** If the event has menu selections, those must be recorded on the Event Spreadsheet along with the member’s name.
7. **Table Assignments.** The Event Host determines seating, if the flyer states that table assignments will be available. Generally, the better seats go to the earliest applicants. Please try to honor members’ requests to sit with others.
8. **Attendee Envelopes.** Prepare an envelope (available at the Marco Dollar store) for each attendee, containing name tags, tickets or menu selections, raffle tickets, etc. All of these are automatically created in the Events spreadsheet and just need to be printed. You may use the Event Spreadsheet tables labeled “name tag”, “meal coupon”, and “envelope labels” to print those items when the event date is near. **Ed Crane**, our webmaster, has the print-stock needed to print those name tags and envelope labels and will give it to you on request, or you may ask **Ed Crane** to print those for you. You must place the prepared meal coupons in each member’s envelope as appropriate. These are used by the waitstaff when serving the meals.
9. **Miscellaneous Supplies.** If you need anything else it may be obtained at the Dollar Store or Marco Office Supply on Bald Eagle Drive. **Please save your receipts.** List your expenses on the spreadsheet at Tab 4 of the Event Spreadsheet you’ve created. Expenses you incur as Event Host will be reimbursed when you file your **Activity Expense Report**. Paragraph 16 below provides instructions for submitting that report.
10. **Arrive Early.** Since most members show up at events at least ½ hour early, The Host should get to the event even earlier to set up the table for distributing name tags, food coupons etc.
11. **Buffet Service.** If food is served buffet style, label each table with a number and call the tables up by random number drawing.
12. **Payments to the Venue.** Deposits, when required, are obtained from the Club Treasurer when the **Activity Agreement** is completed, and should be noted on it. For certain ticketed events (such as theater), a final payment will have to accompany the

- final notice of attendees by a pre-set deadline. Contact the Treasurer in order to receive the final payment check and be sure to pay the venue by its deadline.
13. **Final Preparation Before Event.** After the deadline for reservations has past, at least a week before the event, make final arrangements with the facility, supplying numbers of attendees, and menu selections (where applicable). Make sure the restaurant or other facility has enough staff (wait staff, servers, etc.) on hand for the event. Take the **Activity Agreement** and the latest flyer from the website with you and verify with the venue manager that nothing has changed such as menu items, special drink offerings and associated pricing. Notify the VP immediately of any changes. Make a copy of your list of attendees and email it to your Vice President or Chairman in charge of the event. Contact the Treasurer to make arrangements to have a check for final payment to the venue available at the time of the event.
 14. **Entertainment.** If there is entertainment, check to make sure everything is still on track just before the event. Coordinate with the venue manager that the entertainment will be able to access the facility at the time they want to set up.
 15. **Cancellations.** The Host should anticipate that there will be cancellations by members **before the event deadline**. These are usually handled by destroying the member's check. If the member wants his check returned, please comply. Be sure to erase all of the reservation information from the spreadsheet. (Do not DELETE. Use 'select, right click, clear contents', or 'select and backspace'. The now blank row can be used again for another attendee.) There may also be cancellations or requests for attendance **after the deadline**. Late cancellations will have to bear any cost incurred by the MMC, which may be the full price of the ticket or meal. Email or call the member to let him know that you have received and recorded his cancellation, and it will be handled according to the rules above.
 16. Items 1-4 are automatically generated and partially populated within the Club's Event Workbook (i.e. Spreadsheet) as the Host enters his information on Tab1. The Host needs to review these forms and add or correct information as required. The forms are already set up for printing to plain paper or to a PDF.

Table A -HOST Deliverables

DELIVER TO THESE OFFICERS*

	TREASURER	Senior VP	VP or Charman for this event	
1	Final list of Attendees from Spreadsheet Tab2 (Sorting is optional)	YES	YES	YES
2	Income/Expense report from Spreadsheet Tab7A	YES	YES	YES
3	Event review report from Spreadsheet Tab7B	-	YES	YES
4	Host expenses as documented on Spreadsheet Tab4	YES	YES	YES
5	All receipts from Vendor & Host Expenses	YES	-	-
6	Checks from attendees for deposit	YES	-	-

*These may be delivered electronically as PDF's, except for receipts and checks.