

2017 OLYC Social Duty Information

Ladies Luncheon

Hosts: Cindy Amato

Date: Wednesday, May 17th
Time: 12:00 Noon

Before the event:

* Decide on the type of event you wish to have a few weeks prior to the event and discuss with Kathy and Eileen.

Examples of past events/ideas:

Guest speaker
Fashion Show
Wine & Paint (evening event – not in 2016)
All types of Vendors available with products for sale

* Work with Kathy Wiseman and on the following for invitation at least 5 weeks before the event:
* Menu
* Type of event
* If members need to bring anything
* RSVP request (to get an idea of number of attendees)
* Cost

During the event:

* Open up and set up before event. May wish to do this on Tuesday night.
* **Clean up** – Wash dishes, vacuum, wipe down counters, clean bathrooms, empty trash into dumpster outside. Replace trash bags in cans. **If complete cleaning is not done, a cleaning fee** **will be charged to your account.**
* Lock up and turn off lights after event, You are expected to stay until all the guest are gone. Please let me know if you need the lockbox code.
* Bartender/s have been assigned for this event.

Thanks for hosting!

If you have questions, please contact Event Manager - Kathy Wiseman
Phone: 262-424-1684
Email: katek1957@yahoo.com