

Summer Social Details & Duties

Establish Committee Meeting Date w/Captain

Maintain Committee Members points (meeting & work hours) & report to Captain

Prepare Projected Budget

Present Budget to Co-Captain of Finance by set date for approval by board

Work closely w/ Co-Captain of Finance in keeping approved budget up to date

Reserve Location & Time of Event w/guidance from Co-Captain of Krewe Events (if not previously set by officers &/or board)

Pay Deposit

Any contracts must be signed & approved by Captain &/or Co-Captain of Finance

Reserve DJ

(Rod Myers and Shane Thompson usually donate)

Coordinate Check-In Staff (Committee Members)

Nametags

Tickets for Sno-cones/Icecream

Hire Helper Girls (SHS girls)

Get names ahead of time for checks to be cut

Pay in full @ event

Entertainment

Rent Jumpers

Rent ponies

Organize activities/timing of the events throughout the day

Organize games-select chairman for games

Utilize Decorations

Establish decorating theme

Try to utilize existing inventory

Table décor (according to theme)

Room Layout (membership committee table & check in table setup)

Set up tables/take down tables

Establish clean up crew

Delivery of inventory back to storage

Food Menu

Establish food menu-decide if Krewe cooks, or hires caterer to cook

Hire caterer, or arrange for members to cook

Get names ahead of time for checks to be cut

Pay in full @ event

Dessert Contest (Establish Judges-royal court) Optional

Supplies

Paper goods obtained from SAMS(check inventory-use supplies 1st)

Prizes for contests (Complimentary tickets to Halloween Bash and Annual Ball)

Invitations

Order Invitations according to theme

Arrange printing of invitations
(must be submitted to Co-Captain of Krewe Relations for approval)

Time

Date

Location

Dessert Contest

Food & drinks info.-BYOB & DRINKS

RSVP info. -Co-Captain of Krewe Relations will be RSVP contact

Print Invitations & send to members

Annual Meeting

Coordinate with Captain established time on schedule for annual meeting (will need to block 20-30 minutes)

Updated 2008