

Valley Tennis Club – Social Director Duties

February

- Confirm number of socials and dates with Executive
- Determine theme (if any), type of event (ie – BBQ, Wimbledon, etc), menu and whether alcohol will be served (no alcohol for family socials)
- Ensure dates are updated on website
- Ensure Head Pro has all the dates

March

- Start special event application process with city if seek to serve alcohol at adult socials

Month Before Event

- Complete application forms required for city special event permits(if serving alcohol) and apply for SOP

2 Weeks Before Event

- Craft an email for distribution to the membership describing the event, asking for sign-up at club or online
- The email copy must be approved by the Secretary before it can be sent to members
- Post sign-up sheet in the clubhouse and/or online
- Confirm total budget with Executive
- Confirm the Head Pro's availability
- Speak with the Head Pro about racquet demo display and possible prizes
- Check clubhouse inventory:
 - Plastic wine glasses, beer cups
 - Plastic knives, forks, spoons
 - Napkins, paper plates
 - Serving platters, condiments (ketchup, mustard, relish, mayo)
 - Propane in tanks if BBQ to be used
 - Coolers for chilling wine/beer
- Ask for volunteers if help is needed prior or on the night of the event

Week of Event

- Receipts for all purchases must be kept, expenses will not be reimbursed without proper receipts
- Groceries – don't forget ice, pop, water
- Buy beverages being served
- If rain in forecast, liaise with Executive regarding possibility of re-scheduling

Event

- Recruit enough help, including someone to manage BBQ (if needed)
- Bring your racquet and try to play at least one round!
- All garbage bags must be removed from clubhouse and placed outside in trash
- Clubhouse should be left neat and clean
- Present receipts to Treasurer, within a few days of event, for reimbursement

Past Social Directors

- Ask past Social Directors for advice as needed.