

# *Jacaranda Island Monthly Social Planning Group*

## **Guidelines for Monthly Social Hosts (Revised, 1.28.2026)**

*Jacaranda Island Monthly Socials are held on the second Tuesday of each month at Fish Hawk Recreation Center from 6:00-9:20 p.m. The following guidelines are designed to facilitate the planning by volunteer hosts and were developed from feedback received from prior hosts. If you have any questions, please contact Carol Wray, 540-815-8770, cwray1203@gmail.com.*

Monthly Social Hosts may plan very simple activities; professional entertainment with prior approval of the Planning Group is allowed, but this is **NOT** required or expected. Non-commercial presentations by speakers may be planned that would be of potential interest to neighbors. A list of suggested topics for future socials was generated by neighbors and is available by contacting Carol Wray.

### **AT LEAST 2 MONTHS PRIOR TO SOCIAL**

**Plan Food Option:** Hosts have the freedom to plan either a catered event or any alternatives such as a covered dish; a desserts-only; appetizers-only; a salads-only, or no food event. Hosts who choose the catering option will be required to (a) make all arrangements with the selected caterer; (b) establish a fee that will cover the cost of the caterer in full; (c) collect checks in advance made out to "Jacaranda Island"; (d) maintain a list of paid reservations; (e) give all checks to Janette Adams for deposit promptly; and (f) make arrangement with Janette Adams for the payment to the caterer. If the hosts want assistance with arranging for a caterer, a member of the Planning Group will assume this responsibility. **Please note:** Catering is strictly an option and not an expectation or requirement.

**Plan Seating Option:** Open Seating is generally used at Monthly Socials. **Table Reservations** may also be chosen by the hosts for certain socials. **Note: Close friends and relatives may be invited as guests by individual neighbors. However, since this is a Jacaranda Island neighborhood activity, invitations to outside groups must be avoided since many of our socials are partially-subsidized by our Planning Group's treasury.**

**Plan Entertainment, if offered** If paid entertainers are proposed with fees involved, hosts are expected to seek approval from the Planning Group in advance at the e-mail or phone number listed above.

### **APPROXIMATELY 3 WEEKS BEFORE THE SOCIAL**

Contact Renny Picchini ([rtpicchini@gmail.com](mailto:rtpicchini@gmail.com) or 717-332-3248) to request that he announce the social on our neighborhood website and via global e-mails. Provide Renny with all the specific information to be included, and he will help design the announcement. Include the following:

- Jacaranda Island (Month) Monthly Social
- Title of the Social

- Date/Time/Place (Fish Hawk Recreation Center)
- Text (example): “Join your neighbors for a fun-filled evening including food, (specify activity or entertainment)”
- When catered, ask Renny to place a “Click Here for Menu” link to the menu and name of caterer at the bottom of the announcement)
- Price Per Person (Example): Only \$15.00 per person
- If the social committee approved to subsidize expenses, include statement “Per-Person Cost Subsidized (or partially subsidized) by 50/50 funds.”)
- Make Checks Payable to “Jacaranda Island”
- Drop off checks at the front door of (example) Jane Doe, 1234 Smith Street
- Deadline (example): Last day to drop off checks, Friday, January 7
- “This social is hosted by Jane & John Doe; and Judy & Frank Buck”

### **AT LEAST 2 WEEKS PRIOR TO SOCIAL**

**Pick up available decorations and 50/50 tickets** from Arleen Flaim at 2107 Markridge Loop (352-633-0288). **Pick up needed paper products**, including tablecloths, napkins, plates, utensils, etc. from Carol Wray ( 540-815-8770 or [cwray1203@gmail.com](mailto:cwray1203@gmail.com) ; 1989 Abordale Lane). **Pick up a copy of the financial report from** Janette Adams (2096 Edenton; 760-533-5944). Additional supplies that are absolutely needed for your social may be purchased. (**Note: Please restrict purchases to under \$40, and keep receipts.**)

### **APPROXIMATELY 1 WEEK PRIOR TO SOCIAL**

**Contact Fish Hawk:** Speak with the Recreation Supervisor, 352-750-3525, to request table arrangements, a hand-held microphone and an American flag. Use your judgment regarding how tables are to be arranged. Fish Hawk has various table arrangement plans in their computer. You may want to set up a time to meet with the supervisor to go over the table arrangement once you know how many are attending. **Get change for 50/50: Please plan to bring a series of small bills with you to enable you to make change for early arrivals—suggest about five \$10 bills and 10 \$5 bills at most.--you will get this back at the end of the night**

### **DAY OF SOCIAL**

You may arrive at Fish Hawk at any time after 5 pm to set up the registration, food display and tablecloths, etc.. Expect people to start showing up around 5:30.

At the **Registration Table**, have 2 or 3 people working to greet neighbors as they enter, encourage name tags if they do not have them, and solicit 50/50 drawing tickets (6 for \$5, or \$1 each). (**Note: You will need the small bills for this as mentioned above**)

## AT THE START OF THE SOCIAL (AROUND 6 PM)

**Welcome everyone**

**Lead the Pledge of Allegiance to the Flag**

**Introduce any new neighbors to the group**

**Call two tables at a time to go to the buffet**, using whatever manner you choose.

## AFTER THE MEAL

**Thank everyone for attending.**

**Solicit and conduct any neighborhood business updates** (limit this to items of specific whole neighborhood related interest)

**Announce when the 50/50 drawings will be** (either at this time, at intermission or at the end of the entertainment—not everyone wants to stay the entire evening. (Depending on the amount, usually 3 or 4 drawings)

**Announce what you want people to do at the end of the night** (take table numbers to front table, keep or collect table decorations) **(Note: As per Fish Hawk, we must NOT assist in moving furniture at the end of the evening.)**

## WITHIN A WEEK AFTER THE SOCIAL

**Complete the financial form** indicating beginning and ending balances and expenditures, and attach receipts for expenditures;

**return the financial statement**, all proceeds from the 50/50 drawings, all remaining funds to Janette Adams at 2096 Edenton Terrace.

**Return the durable decorations, 50/50 tickets and table numbers** to Arleen Flaim, 2107 Markridge Loop.

**Return all unused paper product supplies** to Carol Wray at 1989 Abordale Lane.

Thank you for serving as hosts! If you have any questions, please don't hesitate to reach out to me.

Carol Wray, on behalf of The Jacaranda Island Monthly Social Planning Group

1989 Abordale Lane  
540-815-8770  
[cwray1203@gmail.com](mailto:cwray1203@gmail.com)

