

Jacaranda Island Monthly Social Planning Group

Checklist to Accompany "Guidelines for Monthly Social Hosts" (Revised 2.24.25)

The checklist below is designed to assist Monthly Social Hosts in their planning process. It is designed to dovetail with the "Guidelines for Monthly Social Hosts," which provides more detailed suggestions that have been found to be useful by previous neighbors who served as hosts for our socials. **Note: If there are any questions, or if assistance is needed, please contact Carol Wray 540-815-8770, or cwray1203@gmail.com**

At Least TWO MONTHS in Advance of the Social (or sooner when booking entertainment/caterer):

- ☐ Select theme
- ☐ Determine program/activity (paid entertainers and/or caterers not a requirement)
- ☐ Obtain Planning Group approval before contracting entertainers or caterers
- ☐ Book entertainment
- ☐ Book caterer, select menu
- ☐ Estimate total costs; estimate attendance; determine per person cost
- ☐ Determine Seating option (open vs reserved tables)

Approximately 3 Weeks Prior to the Social:

- ☐ Develop a one-page announcement to be posted on the website (see Guidelines)
- ☐ Send the announcement to our webmaster, Renny Picchini (rtpicchini@gmail.com)

At Least 2 Weeks Prior to the Social:

- ☐ Pick up financial report from Janette Adams (2096 Edenton; 760-533-5944)
- ☐ Pick up available table supplies from Carol Wray (1989 Abordale; 540-815-8770)
- ☐ Pick up decorations, 50/50 tickets from Arleen Flaim (2107 Markridge Loop; 352-633-0288)
- ☐ Purchase any other needed supplies. **Keep under \$40 & keep receipts.**

Approximately 1 Week Prior to the Social:

- ☐ Contact/visit Fish Hawk Recreation Center (352-750-3525) to order needed equipment, make table/seating arrangements, order hand held mic, etc.
- ☐ Get needed small bills for 50/50 (see guidelines)

Day of the Social:

- ☐ Arrive any time after 5 p.m. to set up registration table, decorate, etc.
- ☐ Have 2-3 people at registration table to greet, help with nametags and sell 50/50 tickets,
- ☐ Open the program: welcome; pledge to the flag; overview of program
- ☐ Introduce any new neighbors
- ☐ Call tables to the food area
- ☐ After the meal, thank everyone for attending, ask if there are any announcements, announce when 50/50 drawing will be
- ☐ Announce what you want people to help with at the end of the night(keep or return centerpieces, return table numbers, discard table cloths)
- ☐ Introduce any entertainer(s)
- ☐ Where applicable, pay entertainers and/or caterers with checks from Janette Adams

Within One Week After the Social:

- ☐ Complete financial form, receipts and proceeds; return to Janette Adams at 2096 Edenton Terrace (760-533-5944)
- ☐ Return all unused table supplies to Carol Wray (1989 Abordale; 540-815-8770)
- ☐ Return all decorations, 50/50 tickets, table numbers to Arleen Flaim (2107 Markridge).

