

Richard and Lila Keilwitz

From: Dale Stephens [dalestephens@att.net]
Sent: Thursday, December 06, 2007 12:52 PM
To: lcamsler@msn.com; ralkjc@comcast.net
Subject: amended server duties for 2007.doc

If you have any questions, please call us at 303-973-8734
Dale and Sue

Serving Committees / Hosts & Hostesses

Dear Mountaineers Servers:

A special “thank you” for serving as Host/Hostess for your club dance this year. Your willingness to serve has made our job much easier!

Enclosed you will find a packet of information which shows the **Lead Couple** as well as the other team members for your assigned evening. The week before your scheduled date to serve, the Lead Couple will contact the team to coordinate plans. In addition there is a detailed checklist of duties and a note sheet. Please use the note sheet to communicate any information you might have regarding supplies or other concerns related to serving. **Give the note sheet directly to Sr. Hospitality.**

When serving as Host/Hostess, you are not required to pay or bring refreshments. Please remember to **bring ice**. A change that has been made is that **ALL** food is set out after the announcements.

Preparing the hall for the dance is done Saturday evening starting at **6:30 p.m.** right before the dance, unless otherwise scheduled. The Jr. Hospitality chairperson will have the key unless other arrangements have been made. **NOTE:** You will need the key to lock the Church front door at your departure. (You must know the alarm code to do this step.)

It is the **Club Members’ responsibility** to locate a suitable replacement, should something come up that makes serving impossible. Since all club members (except honorary lifetime members, Presidents, Banner Stealing committee, Jr. and Sr. Treasurers) are expected to serve at least once a year, you may contact any member. **Please notify the Lead Couple and Jr. Hospitality when you make a substitution.** We need to know who will be serving at each dance.

Host & Hostesses will now be part of the greeter committee and meet the guests at the door, taking the Mountaineers refreshments into the kitchen. All Mountaineers should participate in greeting and dancing with our guests. They **ARE** our guests coming to dance with us. They are coming to our “house”.

Again, thank you for serving for your club. You, as members, are what make the Mountaineers the strong club that it is!

Revised Dec. 2006

NIGHT OF DANCE SET UP PREPARATIONS

If you have the keys to the church, you must know the alarm code before you unlock the door. If you don't know the code, wait for someone who does know the code.

The alarm is just inside the door to the right.

The kitchen is to the left (North) of the entrance, and may or may not be locked. There is a latch behind the door at the bottom to keep it open. Unlock the refrigerator and the cabinets marked "Mountaineers".

The gym where we dance is to the right of the kitchen door. The lights to the gym are up the stairs; start down the upstairs hall, and turn left toward the ladies restroom, the electric panel is straight ahead. The room is locked, so you will need the key. Also unlock the storage room in the gym to access the tables and chairs.

The Mountaineers storeroom is down the hall on the first floor. Unlock this room and retrieve the following:

1. The large tan coffee pot for heating water, the silver coffee pot for decaf coffee, and the large green coffee pot for regular coffee. The power cords should be inside the pots.
2. The large plastic storage container with the banner and fliers. Fliers should be put out on the table in the gym and the banner goes outside near the front door using the three clamps
3. Two silver water containers and metal drip trays.
4. Box of utensils
5. Paper towels and paper plates
6. Plastic forks and spoons (bottom right side of metal cabinet)
7. Tea bags, hot chocolate packets, sugar, creamer and stirrers.
8. Treasurers' items (middle left side of metal cabinet) and put them on the counter in the southwest part of the lobby.
9. The green easel and board to be placed by the stage with caller/cuer names inserted. (caller and cuer labels are in the storeroom), the other easels and boards to be placed in the lobby as per drawing.
10. American flag and stand
11. Caller/cuer parking space pylon
12. Hospice picture and past presidents plaque. (past pres. plaque in box between shelves and wall and hospice picture there as well)
13. Hand soap and sanitizer.
14. Clock
15. Power cord for the stage.

(There are labels on the shelves and metal cabinet to show where most items are)

Access the tables and chairs and stage equipment from the store room off of the gym. Set up the stage as follows:

Set up three of the stage pieces in the center of the South wall. Place them perpendicular to the wall. If you place rack next to where you want the stage, you can open the legs while on the rack, and then just tip the stage piece down right in place (you must flip the safety latch on the top of the rack). Move the rack to do the same with the other pieces. The stage will hook together at each end of the three pieces. If you take both pieces off the same side of the rack, it will be easy to get the steps that are stored in the center of the rack. The larger of the two steps will attach to the stage piece in a notch at stair height near the wall. The smaller piece attaches to the other notches at both ends and a latch then fits over and can be pinned down. Put one round table on the stage. Place the flag on the Northwest corner of the stage. Place the green caller/cuer easel and board near the Northwest corner of the stage.

Set up the other 7 round tables as per the drawing. Set up one rectangular table against the kitchen wall to set the water jugs on. Place cups and a marker pen on water jug table. Set up chairs around the tables and along the North and South walls. Return chair racks and stage rack to the storage room. (Wipe off tables and chairs if needed) Sprinkle corn meal on the dance floor.

Place hand soap dispensers and toilet paper in restrooms and hand sanitizer on serving shelf for the kitchen.

The large white announcement board and easel go in the lobby near the kitchen door. The small white “who’s calling next dance” board and easel is goes in the lobby. The Hospice picture and Presidents plaque are hung on the south wall of the gym near the gym entrance. (SEE DIAGRAM FOR PLACEMENT OF ITEMS)

Set up coffee pots. Make 25 cups of coffee (1 regular Styrofoam cup of coffee per 25 cups of water). During the Spring and Summer, make ½ this amount. Set up large tan coffee pot for hot water and place cups, tea bags, hot chocolate, sugar, creamer and stirrers, etc. close by. Make a small pot of decaf coffee as well.

Set up the silver water jugs with drip pans near the kitchen – one with regular water and one with lemon water. Use a small amount of liquid lemon (in refrigerator), as it is strong. Put ice in water just before 7:30 p.m. Put out cups and marker pen by each jug. Check water jugs and coffeepots during the evening to make sure they are not empty. Set out plates, cups, napkins, plastic ware, etc.

Help greet guests, and take Mountaineers’ refreshments to kitchen

Put ALL food out and open the kitchen after the announcements

AFTER THE DANCE DUTIES

Put away all tables and chairs and the stage.

Wipe off all table clothes and dry them before folding (to prevent mildew).

Dry mop the dance floor, including under tables – damp mop spots if needed

Bring Mountaineers Banner inside

Clean and put away coffee pots, water containers, plates, napkins, plastic ware, clock etc. where they were retrieved from. (place the electrical cords inside the pot so it will not get lost)

Check restrooms; pick up trash, empty trashcans, sweep and wet mop floors, turn off lights.

Empty all trash containers – put bags in dumpster outside

Clean kitchen – sweep and wet mop kitchen floor

Lock kitchen cabinets (make sure everything is put away neatly)

Make sure thermostat is reset on cold/hot nights

Write down any needed supplies, or supplies getting low. Inform Sr. Hospitality.

Turn off gym lights

Turn off all other lights.

Make sure ALL doors are locked.

Make sure someone with keys and security code is staying to lock up the church.

NOTE: IF THE KEYS ARE LOST, WE ARE LIABLE FOR \$200 PER KEY!!!!!!

DANCE INFORMATION

DANCE DATE: 1/05/2008 _____

SCHEDULED SERVERS		
	NAME	PHONE NUMBER
LEAD COUPLE:	Larry & Ann Amsler	303-770-9107
SERVER # 2	Richard & Lila Keilwitz	303-794-9465
SERVER # 3:		
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CALLER/CUER	Jeff Palmer/Debbie Steinkirchner	



NEXT DANCE

DANCE DATE: 1/19/2008 _____

SCHEDULED SERVERS		
	NAME	PHONE NUMBER
LEAD COUPLE:	Jim & Norma Hatcher	303-985-4606
SERVER # 2	Bob Easter	303-730-3933
	Adeline Newth	303-979-6980
SERVER # 3:		
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CALLER/CUER	Don Furnish/Leroy Shade	

Notes

Needed Suppli-s

