



## **PRSC function planning suggestions. 2 pages. Rev1 8/06/16**

This document outlines the recommended process for club members to plan and run a function at PRSC on behalf of the club and its members. Such functions are intended to contribute to the club's social calendar, raise funds and be thoroughly enjoyed by all.

This document does not include the annual presentation evening which is planned and co-ordinated by the club committee and externally catered.

For any clarification or extension of the below which may be needed, members please seek guidance from a relevant committee member.

### **A Planning**

1. The committee, in conjunction with club members, plans the social functions in concurrence with the sailing schedule. The functions are included in the yearly handbook printed in August.
2. Each function is planned and run by the crew of one or more yachts – termed “organisers” below. Functions are held after the Saturday or Wednesday race, or can be held on a Sunday or special occasion such as New Year’s Eve or day.
3. The function could be a BBQ (steaks, sausages, green salad, pasta salad, coleslaw, bread rolls, potatoes, sour cream, garnish, etc.) plus desert, or a suitable meal and desert such as a curry, Mexican, stroganoff.
4. The club freezers sometimes have meat quantities not used at the previous function – these should be used if possible, depending on the function. The club has two normal fridges each including freezers, and one bar fridge system.
5. Sunday events could include brunch or lunch or an evening function – food types would be selected accordingly.
6. A reminder for the function is normally mentioned at the prior Saturday’s race results gathering. In addition an email is sent out to all members. Members are encouraged to bring friends and guests.
7. Numbers are determined at the prior Wednesday cut-off timing, and food quantities can be determined. Normally 25-40 people attend a typical function.
8. The main food is purchased by the organisers and brought to the club at a suitable time. All food costs and disposable plates – see item 10 below - are reimbursed by the club – receipts are needed.
9. The club holds a supply of condiments, sauces, butter, and ice cream. Organisers are asked to check the stocks of these one week before the function date. If for some reason the club is low on stocks of normally held items, or does not have what the organisers require, then the organisers are requested to supply these, obviously included in the reimbursement.

10. The club kitchen has all the cutlery / plates / bowls / salad bowls / napkins - including bbq cooking utensils. The bbq gas supply will be managed by Carl or other member. The club has stocks of disposable plates and napkins but during the checks one week before as above, if stocks are low organisers are requested to supply these, again reimbursed.
11. If onions (supplied by the organisers) are needed to be cooked, Carl (or a nominated alternative) will cook them between the end of race and when everyone gets back to the club.
12. The club runs a fully stocked bar including non-alcoholic drinks.
13. The club charges \$25 for the dinner – collected in cash at the start of the function.

## **B Running the function**

- a) If on the day, the starter (Anne) were to know what was required re tables etc, she would arrange to have them set up. If this is not done then it is completed after the race by the organisers assisted by other members.
- b) The function running is typically a very casual situation - some are livelier than others.
- c) The organisers run the event but assistance is usually provided by other club members in terms of:
  - Collecting function fee from each participant.
  - Selling drinks.
  - Preparing and operating the bbq including cleaning and putting away – attendees cook their own meat.
  - Assisting with putting out plates and bowls etc.
  - Dealing with waste through the time of the function.
  - Washing up, drying and stacking away. The usual process is to do the initial plate bulk clean and rinse in the sink and large tubs, then load the dishwasher. If needed the final wash can be manual.
  - Cleaning up after the event to return the premises to normal.

Compiled by PRSC Committee. 8/06/16. Rev1.