

GUIDE FOR PARTY HOSTS

This guide has been provided by the Social Committee to help you plan and carry out your party for the Four Seasons Lakesites Property Owners Association. We appreciate your interest in hosting a party and want you to know that the Social Committee will be here to support you in your efforts.

As the host(s), you will want to ask others to assist you with organizing and running the party. Your party committee will decide the theme, what food you serve, who will prepare the food (catered, bring-a-dish potluck, or cooked by your group of chefs). You'll decide on the serving dishes, decorations, table coverings, paper products needed, the entertainment and if you want to give prizes for the events, i.e. best costumes, answers to quizzes, best table competition or if you want to provide door prizes.

The party is yours to define and you are encouraged to put your own spin on every aspect of it. Get creative and have fun!!

You must meet with a member of the Social Committee prior to the party.

1. General Info - The Social Committee representative can provide you information from prior parties, show you the facility, furniture and the party decorations available.

2. Finances - You will be provided a Party Cost Calculations worksheet to assist you in estimating the ticket price per person to cover the cost of the party and the minimum number of people who need to attend, typically 30.

Once the individual ticket price is determined, please make sure the Activities Director at Missouri Association Management is notified. Reservations will be made through the Activities Director. A deadline for reservations must also be determined. This date is typically one week prior to the party.

The Social Committee representative will be responsible for communicating to the Activities Director & the Four Seasons Lakesites POA accountants, any approved upcoming expenses that may require funding for the event.

3. Reservations - All reservations will be turned in to the Activities Director. If anyone on the party committee needs reimbursement for expenses, they should turn in a receipt or invoice with their name, the party that the expenses pertain to, and who the check should be made out to, to the Activities Director. They will obtain reimbursement from the POA accountants and mail it to the committee member.

Caterers typically expect payment the night of the function. If this is the case with your party, please make the Activities Director aware several days prior to the party so that a check can be obtained from the accountants.

