

Bar Host Scheduling  
Guidance  
6-19-2008

**SUMMARY:**

- Foghorn lists current and subsequent month's schedule (e.g. Feb issue lists Feb & March schedule)
- Foghorn input is due on 15<sup>th</sup> (e.g., Jan 15 for Feb issue)
- Schedule bar hosts one month at a time
- Send e-mails to bar hosts a few days prior to 20<sup>th</sup>
- Follow-up the e-mails with letters subsequent to foghorn issue

**DETAILS:**

- Schedule bar hosts **one month at a time**, after initially scheduling two months at the beginning of the year.
  - Assign people for bar hosting and send them an e-mail to them to notify them of their scheduled date. Then I wait for the fallout – i.e. those who cannot do the date.
  - Methodology of assigning people is as follows:
    - Go through the list of people who were not assigned the previous year and assign them.
    - Once the above list has been exhausted, assign people utilizing the schedule from last year, attempting to group people with hosts they worked with the previous year. In reality, maybe 50 percent can be grouped this way – and maybe you can only group two of the three members, if at all.
    - The Club Directory now indicates who are Associate members with an [A] next to their name. Associate Members are not assigned as bar hosts
- Each month, the bar host schedule is sent to the Foghorn editor for posting.
  - Each issue of the Foghorn includes a schedule for two months - the month of Foghorn issue, plus the following month.
  - The Foghorn editor requires our **input by the 15<sup>th</sup> of the month**. So, for the **February issue**, you need to provide the **March schedule by the 15<sup>th</sup> of January**. Since the previous (January) issue included the January and February schedules, you then need only submit the March schedule as already mentioned.
- Since the schedule has to be submitted to the Foghorn editor by the 15<sup>th</sup> of the month, **send out e-mails** to those scheduled **about a week before the 15<sup>th</sup> deadline**. That way, if someone replies and says they cannot do the date scheduled, you might be able to make changes before you submit your schedule to the Foghorn editor on the 15<sup>th</sup>. In reality, the schedule that is finally included in the 'February' issue will probably not be correct – changes happen! You do the best you can.
- Follow-up the e-mails with a **hard copy letter sent to the bar hosts**. Wait until after the 20<sup>th</sup> to mail the hard copies – hoping that people will be able to do the assigned date. A lot of people liked the hard copy to help remember the date, since it is scheduled so far in advance –e.g., sending out the March assignments before January 20<sup>th</sup>.

Typical Bar Host Letter

## *San Luis Yacht Club*

Bar Host Assignment

Scheduled for April 4, 2008

2-13-08

Dan & Georgina Pease

594-1786

Wayne Hamari & Cindy Churchill

748-8407

wayneh20@charter.net

Karl & Katherine Blum

801-9073

keblum@pacbell.net

Dear Flag members,

Once again it is your turn to volunteer as bar hosts. Volunteerism is a big part of the San Luis Yacht Club spirit. I want to thank you now for continuing to support your club. Your SLYC Family is counting on you to enjoy the camaraderie we have with new and old SLYC family members when you take your turn bar hosting.

Your assigned date for hosting is **Friday, April 4, 2008** and the Officer of the Day (OD) is **Roger Briggs**. Please contact **Roger (595-2468)** and your fellow volunteers prior to the week of your assignment to coordinate actions (who brings what hors d'oeuvres, etc.) and to answer any questions you may have concerning this assignment.

Plan on hors d'oeuvres for up to 60 people. If there is a dinner (typically on the third Friday), or a potluck (typically on the last Friday) - the hors d'oeuvres can be light.

Your OD will have the keys to open the lockers for spirits and set out our cash drawer. Arrive by 5:30 PM to prepare for guests' arrival. Bar opening time is 6:00 PM on Friday evening. A typical evening lasts until 8:30 – 9:00 PM, with bar closing time (*last call*) shortly before that, at your discretion. Please restock the cold lockers and supplies as needed.

At the end of the evening please clean and put away any dishes that may have been used, wipe down the tables and counter tops, take out the trash, and sweep the floors. Ensure that the club is locked or turned over to a responsible member still present – and have a safe drive home.

If it becomes necessary for you to arrange another date, please contact me at **773-1127** [as soon as possible with an alternative date.](#) This way I will have some lead time to find a replacement to work with the other volunteers and facilitate a smooth Friday evening.

Sincerely,

