

## Pre-Event Checklist (One-Time and Recurring):

If an individual or group would like to host an event these are the steps to be followed:

### (1) Determine:

- \* Who is chairing the event (who is the responsible party)?
- \* Check the website calendar to see if the date is available (this is NOT a guarantee the date will be approved)
- \* Is the Upper or Lower Rec Hall Needed? Is the storage room access needed?
- \* Is the gate required to be opened? If so, at what time (start and end)?
- \* If the upper rec hall is needed, what is/are the time(s) needed for setup, the event, and cleanup?
- \* What supplies are needed? (If the event is an official HO recreation event)
- \* Will tickets be needed? If so, how many?
- \* Will there be entertainment? Payment arrangements are to be made in advance with the recreation committee treasurer.

### (2) Obtain the applicable Event Form from the office or the HO Website.

(3) The completed form is submitted to the office. The Rec Director will determine if there is a conflict with the event date/time. Events requesting use of recreation funds are first approved by the recreation committee and the Board of Directors (if the amount requested is over \$1,000). Events not requesting funds can be approved by the recreation director and property manager.

(4) If two events are scheduled for the same day, the chairperson of each event will be asked to coordinate with each other (chairs/tables/audiovisual equipment, etc.).

(5) For events with food or supplies required, the chairperson must keep all receipts and provide these to the recreation treasurer. Weekly events (such as Seaside) require weekly financial forms to be completed.

### (6) After an event is held the chairperson must:

- a. Ensure that all trash has been picked up and left in a trash receptacle
- b. If the URH was used:
  - i. Wash and put away any utensils
  - ii. Put away chairs and tables (unless there is a following event that requires them)
  - iii. Turn off oven/stove (but not pilot light)
  - iv. Turn off lights & fans
- c. If the LRH was used:
  - i. Wash and put away any utensils
  - ii. Return chairs and tables to their original position
  - iii. Turn off lights

**\*\*NOTE FOR ALL EVENTS, INCLUDING RECURRING: HOLIDAY OUT EMPLOYEES WILL NOT SET UP OR BREAKDOWN YOUR EVENT. THIS INCLUDES ALL TABLES AND CHAIRS.**