

December 13, 2024 Tennis Holiday Party (6-9:00 p.m.) Task List

Julie and Tony Espeseth, chairs

Contact DJ as soon as possible. I booked Jamal with Motorcity Entertainment LLC for \$300 for music from 6-9:00 p.m. His contact number is 602-295-5023. We did not have a contract, but I asked him to text me details so I had it in writing. His check was handed to him at the beginning of the night.

Caterers were contacted in the summer for pricing and menus. They varied in pricing but many were \$45-60 a plate, plus tax and 15% gratuity. I bargained pretty hard to get the tax and gratuity included for a meal cost of \$32.00 p.p. Caterer was Chef on the Go. Contact information is Justin Kaufman from San Tan Valley @ 815-600-0200. I handed him the check when they were setting up. The delicious meal was sliced pork, sirloin tips, baby carrots, cheesy potatoes, spring salad. Vegetarian meal upon request and we only had one. We had real silverware and a nice disposable plate. Ice and water were requested from the CA. Members brought their own additional beverages. Caterer was fine with us providing our own dessert to save money. We purchased loaf specialty cakes from Costco. They each serve 12 pieces at a cost of around \$18.00 each. The club decided to supplement the ticket prices so each member paid \$25.00. Total members attending were 44, down from 60 in 2023. If you liked the caterers, I would recommend booking very early because their prices are very reasonable.

Fill out the ballroom worksheet one month in advance. Make yourself a copy before you turn in to the office so you can make revisions later, if necessary. Member Scott Bean ran the AV equipment. He had red and green tray ceiling lighting, and Christmas scenes showing on the projector screens. DJ Jamal was able to plug into Trilogy sound system, as shown by Scott.

Members submitted song requests to me and I emailed to Jamal. I asked for a limit of 3 songs per member.

Ticket information was placed on club website and also emailed. The clubhouse tennis mailbox was again utilized for a ticketless event. I would recommend emailing a list out right before the deadline of members attending. There was some confusion of some people thinking they had paid but had instead paid for either dues or the fall dinner meeting. We had a deadline of a week prior and note that the treasurer needs the invoices to submit to the office by Monday to receive a check by Tuesday. Verify with the club treasurer as to when they need the invoice.

Ask DJ and Caterer when they will arrive and you will need to unlock the doors to let them in for set up. Caterers this year arrived at 4:00 and DJ arrived at 5:00.

We had new black linens that I washed before and after use. Centerpieces were made with artificial greens, berries, and pine cones. We used 2 sprays per table and made

enough for 9 tables (18 total). Centerpieces were glass vases, filled with a few greens, fresh cranberries (one large bag for 7 tables) and floating candles that activate with water.

Check-in table had a red linen and a centerpiece. Beverage and dessert tables had club vinyl Christmas tablecloths.

Mixer game called "What's on Your Phone?"

Asked members to arrange on dance floor according to birth month and divided them into teams of 3. Explained game rules and set a 10 minute timer. Top three scoring teams were awarded prizes and could select their choice. I purchased 9 prizes, costing between \$4-5.00 each. Prizes were chocolates, pretzels, nuts, tennis balls, car air freshener, microfiber cloths. Purchased a door prize for around \$25 from Sam's Club. Drew a name for the door prize right after the game. All of this took about 35 minutes and then caterers served at around 6:30 p.m.

Photo props were placed on two back tables. Members could email Anh Snell for the website.

At the end of the evening, a couple members helped pack up centerpieces and clear tablecloths. This year we weren't required to haul out the trash. Yippee!!

Respectfully submitted,

Julie Espeseth