

Thanks for being the Card Party Chairman for _____
(Date)

You and your team make a difference for the Woman's Club of Lacey!

Suggestions for a Successful Card Party

1. Call your team the month before the event to discuss what help you will need. Your team is listed in the handbook.
2. Ask each gal to bring a dessert and several items (3 or more if possible) for the door prize table. Some items ladies always appreciate are plants, holiday themed gifts.
3. Contact Terri Candeletti (609) 693-5651 to see what supplies you will need to supply besides coffee, 1 quart half & half, & 1 qt whole milk.
4. Tables and chairs are set up before you arrive. We pay someone to set up and put away chairs and tables.
5. Call your team the Sunday before your Card Party to remind them about what to bring and when to arrive.
6. You will need your helpers to arrive between 11:00 and 11:15 am. Bring your dessert, gift items and your lunch. Once you have set up for the Card Party have lunch before you start selling tickets at noon.
7. Have **one** trashcan by the kitchen. Turn all other trashcans around so no one uses them. Now you only have one bag of trash to toss in the dumpster out back of the kitchen door.
8. Terri Candeletti and our President have keys to our cabinets in the storage room. Ask one of them to open the cabinets if they are not already open.
9. You are responsible for bringing coffee and milk the day of the Card Party. **Coffee must be started first.** It takes a minute per cup to make coffee. Coffee pots are placed on the counter. You **must** make decaffeinated coffee.
10. Tea water is placed on the round table by the kitchen door.
11. You will need 2 gals to sell your tickets. You will need two different color tickets. Tickets and plastic boxes to hold money and tickets are in the cabinets in the storage room. Guests pay \$3.00 for Card Party. They receive one door prize ticket. The other container is for 50/50 tickets. The tickets are 3 for \$2.00.
12. Our Treasurer will stop by to pick up money during the event. Please have money counted for her. Please have Card Party Report filled out before you leave for the day. It is given to Terri Candeletti or Millie Pape.

13. At 1:30 p.m. call the door prize numbers quickly. As soon as the first winner raises her hand call another number. In this way you can be done calling numbers in 10 minutes and the ladies can go back to enjoying their games.
14. At 2:30 p.m. announce last call for drinks and dessert.
15. Wash out coffee pots and return all materials to the cabinets.

Thanks for making a difference today!