

2017 OLYC Social Duty Information

Cocktail & Hors D’oeuvres

Hosts: Don & Kathy Wiseman

Date: Friday, June 2nd  
Time: 6:30 pm

Before the event:

* Provide Kathy Wiseman with a list of any special items that need to be purchased for this event at least 2 weeks in advance.
* Open up and set up before event – Plan to arrive at least 30 - 60 minutes before guests are to arrive. Please let me know if you need the code to get in and lock up.
* Put flowers on the tables (if you wish to do this)
* Put out plates, napkins, etc.

During the Event:

* **Clean up** – Wash dishes, vacuum, wipe down counters, clean bathrooms, empty trash into dumpster outside. Replace trash bags in cans. **If complete cleaning is not done, a cleaning fee** **will be charged to your account.**
* Lock up and turn off lights after event, You are expected to stay until all the guest are gone.

Bartender/s have been assigned for this event:

* If you have questions, please contact Event Manager - Kathy Wiseman   
  Phone: 262-424-1684   
  Email: [katek1957@yahoo.com](mailto:katek1957@yahoo.com)