How To Host a Monthly Social at Angell Brook Village

For all of you Angell Brook residents who have enjoyed your neighbors’ hospitality at a monthly social, here is a list of the responsibilities of the hosts. You can join with two or three of your friends to host; call the president of the Women’s Club or express your interest at a Women’s Club meeting to volunteer. Socials are held at the Clubhouse on the second Friday of the month (though occasionally they are scheduled for the fourth Friday).

1. Hosts decide on the desired set-up for their event (arrangement of tables and chairs) and call Bob Beauregard, Clubhouse Chair, who will deal with any special requests before the date.
2. Hosts serve as the go-to people for responses—who is coming and what they will bring (appetizers, desserts, drinks, etc.). Hosts will try to achieve a balance with these items and may offer suggestions to folks who ask.
3. Hosts arrive at the Clubhouse about an hour before the event to do the following:
   - Adjust the heat or air conditioning
   - Prepare the coffee and set out the half and half, sugar, and diet sweetener. The coffee and half and half are the only expense incurred by the hosts.
   - Put cloths on the serving and seating tables; put out the plates, napkins, cups and utensils; and add decorations if desired. The Clubhouse Committee will ensure that there are adequate supplies of hot & cold cups, napkins, paper plates, and plastic utensils. However, if the hosts decide to have a “theme” with special (holiday?) supplies, they are “on their own.”
4. Hosts are responsible for cleaning up after the event. This means all trash from the kitchen and bathrooms must be collected and taken away. Tablecloths must be wiped down and put away; counters and tables must be cleaned. A quick inspection of the bathroom is required. Hosts are also asked to notify Bob Beauregard if supplies are greatly depleted at the social’s end.
5. Hosts will leave any “breakdown” of furniture to the Clubhouse Committee.

There, that isn’t so bad, is it? We hope more of you will volunteer to host these Monthly Socials now that you know what is involved.

Clubhouse Committee and Women’s Club

June 2016