

3RD QTR FY 2008 - 2009		SATURDAY	OCTOBER	4,	2008
HOSTING CHAPTERS		ASSIGNMENT AT THE PALLADIUM			
<u>KALIHI</u>	<u>LEAD CHAPTER</u>				
MARCELINO LABASAN - 2235743					
ROYAL					
PATRICK CHEE 7346400					
ALIAMANU	TICKETS PURCHASED AT CHAPTER.	<u>ASST DANCE DIRECTOR</u>			
MAURICE MORITA 2250326	PRE-SALE PURCHASED AT DOOR \$5.00	EUGENE/MELANIE HIGA 2358335			

EVENT

SCHOOL FUNDRAISER

PALLADIUM DOOR SCHEDULE

DOORS OPEN @ 5:00 PM FOR HOST MEMBERS & PALLADIUM SET UP. THE DANCE FLOOR MUST BE CLEARED OF NON-HOST CHAPTER MEMBERS BY 5:00 PM. OPEN MAIN DOORS @ 6:30 PM.

LEAD CHAPTER'S RESPONSIBILITIES

KALIHI

1. CONTACT ASSISTING HOSTING CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.
2. MAKE AN APPOINTMENT PICKING-UP THE (KEYS / CASH BOX) AT THE HBDA OFFICE (848-7789).
3. IN CASE OF EMERGENCY, YOUR DISTRICT ASSISTANT DANCE DIRECTOR WILL BE AT THE EVENT.
4. KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES DURING THE EVENT.

ASSISTING CHAPTERS

ROYAL	ALIAMANU		
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KITCHEN DUTIES: >>>

[KITCHEN]
KALIHI

[SERVING LINE]
ROYAL

REPORT TO THE ASSISTANT DANCE DIRECTOR IN CHARGE. MINIMUM OF (10) MEMBERS FOR THE SERVING LINE. MINIMUM OF (10) MEMBERS FOR THE KITCHEN. DUTIES INCLUDE: PREPARATION OF FOOD, DRINKS, CLEAN-UP BY BOTH CHAPTERS

SET UP AREA

ALL HOSTING CHAPTERS

RECEPTION TABLE

SET UP CHAIRS AND TABLES FOR THE RECEPTION AREA. THREE OR MORE WILL BE ASSIGNED TO THE RECEPTION TABLE PER SHIFT.

6:30 – 7:30 PM	ALIAMANU	
7:30 - 8:30 PM	ALIAMANU	
8:30 - 9:30 PM	ROYAL	

SECURE TABLE @ 9:30 PM. SUBMIT PAPERWORK TO THE TREASURER OR TO THE HBDA OFFICE THE FOLLOWING DAY

CLOSING – UP: [9:30 – 10:00 PM]

ALL HOSTING CHAPTERS

RETURN CHAIRS BACK ON RACKS, TABLES, CLEAN UP AND ASSIST IN SECURING FACILITY.

FIRE SAFETY

KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES.

HONOLULU FIRE DEPARTMENT INSPECTORS MAKES FREQUENT CHECKS DURING EVENTS!

3RD QTR	FY 2008 - 2009		FRIDAY	OCTOBER	17,	2008
HBDA HOSTING CHAPTERS [ALIAMANU] <u>LEAD CHAPTER</u> MAURICE MORITA 2250326 [KALIHI] MARCELINO LABASAN 2235743 [ROYAL] PATRICK CHEE 7346400			ASSIGNMENT AT THE PALLADIUM [] [] [ASST DANCE DIRECTOR] EUGENE/MELANIE HIGA 2358335			
<u>NO CHARGE TO HBDA MEMBERS, INSTRUCTORS, AND LIFETIME MEMBERS. [\$3.00 FOR NON-MEMBERS]</u>						

EVENT

[OHANA NIGHT]

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LEAD CHAPTER'S RESPONSIBILITIES

[ALIAMANU]

1. CONTACT ASSISTING HOST CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.
2. MAKE AN APPOINTMENT TO PICK UP THE (KEYS / CASH BOX) AT THE HBDA OFFICE (848-7789).
3. IN CASE OF EMERGENCY, YOUR DISTRICT ASSISTANT DANCE DIRECTOR WILL BE AT THE EVENT
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ASSISTING CHAPTERS

[KALIHI] [ROYAL] []

KITCHEN DUTIES

[ALIAMANU]

AT LEAST (10) MEMBERS FROM YOUR CHAPTER FOR THE KITCHEN DUTIES. DUTIES INCLUDE: BEVERAGE PREPARATION OF WATER, JUICE, COFFEE, AND CLEAN UP.

SETTING UP AREA

[ALL HOSTING CHAPTERS]

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