

3RD QTR FY 2008 - 2009		SATURDAY	NOVEMBER	1,	2008	
HOSTING CHAPTERS		ASSIGNMENT AT THE PALLADIUM				
KANEOHE		LEAD CHAPTER				
WAYNE SMITH 3978221						
MANOA						
MIKE IHARA 2211063						
KAILUA	TICKETS PURCHASED AT CHAPTER.	ASST DANCE DIRECTOR				
LESLIE WYNHOFF 2269010	PRE-SALE PURCHASED AT DOOR \$5.00	JOHN/KAREN KOTAKE 3927724				

EVENT

MASQUERADE BALL

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

KANEOHE

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

ASSISTING CHAPTERS

MANOA	KAILUA		
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KITCHEN DUTIES: >>>

[KITCHEN] KANEOHE	[SERVING LINE] MANOA
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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	KAILUA	
7:30 - 8:30 PM	KAILUA	
8:30 - 9:30 PM	MANOA	

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!

HBDA DISTRICT [IV] FRIDAY NIGHT PALLADIUM (BEVERAGE ONLY)

3RD QTR	FY 2008 - 2009		FRIDAY	NOVEMBER	21,	2008
HBDA HOSTING CHAPTERS [MANOA] LEAD CHAPTER MIKE IHARA 2211063 [KANEOHE] WAYNE SMITH 3978221 [KAILUA] LESLIE WYNHOFF 2269010			ASSIGNMENT AT THE PALLADIUM [] [] [ASST DANCE DIRECTOR] JOHN/KAREN KOTAKE 3927724			
NO CHARGE TO HBDA MEMBERS, INSTRUCTORS, AND LIFETIME MEMBERS. [\$3.00 FOR NON-MEMBERS]						

EVENT

TURKEY DANCE

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

MANOA

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
4. KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES DURING THE EVENT.

ASSISTING CHAPTERS

[KANEOHE] [KAILUA] []

KITCHEN DUTIES

MANOA

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

RECEPTION TABLE

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6:30 - 7:30 PM	KANEOHE	
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