

2ND QTR FY 2008 - 2009		SATURDAY	DECEMBER	6,	2008
HOSTING CHAPTERS		ASSIGNMENT AT THE PALLADIUM			
AIEA	LEAD CHAPTER	BETA			
ROBERT NISHIMURA 4881112		JOHN RILEY 5511182			
ALA WAI					
GREG WONG 6788270					
KAIMUKI	TICKETS PURCHASED AT CHAPTER.	ASST DANCE DIRECTOR			
CREIGHTON GOO 2636476	PRE-SALE PURCHASED AT DOOR \$5.00	LEE - 3841991 KADOMOTO- 2553077			

EVENT	
BUILDING FUNDRAISER	
PALLADIUM DOOR SCHEDULE	
<u>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.</u>	

LEAD CHAPTER'S RESPONSIBILITIES			
AIEA			
<ol style="list-style-type: none"> <u>1. CONTACT ASSISTING HOSTING CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.</u> <u>2. MAKE AN APPOINTMENT PICKING-UP THE (KEYS/CASH BOX) AT THE HBDA OFFICE (848-7789).</u> <u>3. IN CASE OF EMERGENCY, YOUR DISTRICT ASSISTANT DANCE DIRECTOR WILL BE AT THE EVENT.</u> <u>4. KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES DURING THE EVENT.</u> 			
ASSISTING CHAPTERS			
ALA WAI	KAIMUKI	BETA	

<u>KITCHEN DUTIES: >>></u>	[KITCHEN] AIEA	[SERVING LINE] ALA WAI
<u>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</u>		
SET UP AREA		
ALL HOSTING CHAPTERS		

RECEPTION TABLE		
<u>SET UP CHAIRS AND TABLES FOR THE RECEPTION AREA. THREE OR MORE WILL BE ASSIGNED TO THE RECEPTION TABLE PER SHIFT.</u>		
6:30 - 7:30 PM	KAIMUKI	
7:30 - 8:30 PM	BETA	
8:30 - 9:30 PM	KAIMUKI/BETA	
<u>SECURE TABLE @ 9:30 PM. SUBMIT PAPERWORK TO THE TREASURER OR TO THE HBDA OFFICE THE FOLLOWING DAY</u>		

CLOSING - UP: [9:30 - 10:00 PM]	
ALL HOSTING CHAPTERS	
<u>RETURN CHAIRS BACK ON RACKS, TABLES, CLEAN UP AND ASSIST IN SECURING FACILITY.</u>	
FIRE SAFETY	
<u>KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES.</u>	
<u>HONOLULU FIRE DEPARTMENT INSPECTORS MAKES FREQUENT CHECKS DURING EVENTS!</u>	

3RD QTR	FY 2008 - 2009		FRIDAY	DECEMBER	19,	2008
HBDA HOSTING CHAPTERS ALA WAI LEAD CHAPTER GREG WONG 6788270 AIEA ROBERT NISHIMURA 4881112 KAIMUKI CREIGHTON GOO 2636476			ASSIGNMENT AT THE PALLADIUM BETA JOHN RILEY 5511182 ASST DANCE DIRECTOR LEE - 3841991 KADOMOTO - 2553077			
NO CHARGE TO HBDA MEMBERS, INSTRUCTORS, AND LIFETIME MEMBERS. [\$3.00 FOR NON-MEMBERS]						

EVENT

MELE KALIKIMAKA 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

ALA WAI

- CONTACT ASSISTING HOST CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.
- MAKE AN APPOINTMENT TO PICK 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

AIEA KAIMUKI BETA

KITCHEN DUTIES

ALA WAI

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

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	BETA	
7:30 - 8:30 PM	AIEA	
8:30 - 9:30 PM	KAIMUKI	

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!