


HBDA DISTRICT (5) SATURDAY NIGHT PALLADIUM (BEVERAGE ONLY)

4TH QTR FY 2009 - 2010		SATURDAY	FEBRUARY	6,	2010
HOSTING CHAPTERS		ASSIGNMENT AT THE PALLADIUM			
BETA	LEAD CHAPTER	[]			
JOHN RILEY 5511182		ASST DANCE DIRECTOR			
ALA WAI		PAUL LEE 3841991			
GREG WONG 6788270		ASST DANCE DIRECTOR			
AIEA		[]			
ROY HAMASAKI 2209785		JUNE KADOMOTO 2553077			

NO CHARGE CURRENT STUDENT CARD, INSTRUCTORS, LIFETIME MEMBERS. (\$3.00 FOR ALL OTHERS)

EVENT

[**ORIANA NIGHT**]

PALLADIUM DOOR OPENS AT 6:30 PM

DOORS OPEN @ 5:00 PM FOR HOSTING CHAPTERS, PALLADIUM SET UP, MUSIC DJ, INSTRUCTORS. ALL OTHERS MUST BE APPROVED BY DANCE DIRECTOR OR ASST DANCE DIRECTOR.

LEAD CHAPTER'S RESPONSIBILITIES

[**BETA**]

1. CONTACT ASSISTING HOSTING CHAPTER PRESIDENTS TO ASSURE AVAILABILITY AT THE PALLADIUM.
2. PLEASE CALL BENNY/FAITH AGBAYANI TO PICK UP CASHBOX/KEYS AND SUPPLIES (808) 753-8673/7534934.
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. (FIRE ORDINANCE)

ASSISTING CHAPTERS

ALA WAI	AIEA	
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KITCHEN DUTIES: >>>

[KITCHEN]	[SERVING LINE]
ALA WAI	

LEAD CHAPTER: REPORT TO THE ASSISTANT DANCE DIRECTOR IN CHARGE. MINIMUM (10) MEMBERS FOR THE KITCHEN. DUTIES INCLUDE: PREPARATION OF DRINKS, AND CLEAN-UP BY HOSTING 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.

5:30 - 7:30 PM	ALA WAI	
7:30 - 8:30 PM	AIEA	
8:30 - 9:30 PM	BETA	

SECURE TABLE AT 8:30 PM. CASHBOX/PAPERWORK TO TREASURER, JOHN KOTAKE OR DISTRICT V - ADD. RETURN CONDIMENTS, PAPER CUPS, AND FOLDER BACK IN STORAGE CABINET

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!

4TH QTR	FY 2009 - 2010	"WHERE DANCING BEGINS" 	FRIDAY	FEBRUARY 19, 2010
HOSTING CHAPTERS ALA WAI LEAD CHAPTER GREG WONG 6788270 AIEA ROY HAMASAKI 2209785 BETA JOHN RILEY 5511182			ASSIGNMENT AT THE PALLADIUM ASST DANCE DIRECTOR PAUL LEE 3841991 ASST DANCE DIRECTOR JUNE KADOMOTO 2553077	

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- LEAD CHAPTER'S RESPONSIBILITIES**
ALA WAI
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 - PLEASE CALL BENNY/FAITH AGBAYANI TO PICK UP CASHBOX/KEYS AND SUPPLIES (808) 7538673/7534934.
 - IN CASE OF EMERGENCY, YOUR DISTRICT ASSISTANT DANCE DIRECTOR WILL BE AT THE EVENT.
 - KEEP DOOR ENTRANCES CLEAR FROM ANY OBSTACLES DURING THE EVENT. (FIRE ORDINANCE)
- ASSISTING CHAPTERS**
- | | | | |
|------|------|--|--|
| AIEA | BETA | | |
|------|------|--|--|

KITCHEN DUTIES: >>>

[KITCHEN] ALA WAI	[SERVING LINE]
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