


**HBDA DISTRICT (1) SATURDAY NIGHT PALLADIUM (BENTOS)**

<b>4TH QTR</b>	<b>FY 2009 - 2010</b>	<i>"WHERE DANCING BEGINS"</i>	<b>SATURDAY</b>	<b>MARCH</b>	<b>6,</b>	<b>2010</b>										
<b>HOSTING CHAPTERS</b>			<b>ASSIGNMENT AT THE PALLADIUM</b>													
<table border="1" style="width:100%;"> <tr><td style="width:50%;"><b>ALIAMANU</b></td><td style="width:50%;"><b>LEAD CHAPTER</b></td></tr> <tr><td colspan="2"><b>DIANE RAMOS 8331024</b></td></tr> <tr><td colspan="2"><b>KAPOLEI</b></td></tr> <tr><td colspan="2"><b>WILLY DIONISIO 7812076</b></td></tr> <tr><td colspan="2"> </td></tr> </table>		<b>ALIAMANU</b>	<b>LEAD CHAPTER</b>	<b>DIANE RAMOS 8331024</b>		<b>KAPOLEI</b>		<b>WILLY DIONISIO 7812076</b>								
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		<b>ASST DANCE DIRECTOR</b>														
<b>NO CHARGE INSTRUCTORS, LIFETIME MEMBERS</b> <b>TICKET PURCHASE AT CHAPTER OR DOOR - \$10.00</b> <b>MAURY/EVE DUQUE 2289763</b>																

EVENT

**TELEMARK BALL**

**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**

**ALIAMANU**

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**

<b>KAPOLEI</b>			
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**KITCHEN DUTIES: >>>**

<u>[ KITCHEN ]</u> <b>ALIAMANU</b>	<u>[ SERVING LINE ]</u> <b>KAPOLEI</b>
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**LEAD CHAPTER:** REPORT TO THE ASSISTANT DANCE DIRECTOR IN CHARGE. MINIMUM (10) MEMBERS FOR THE KITCHEN AND (10) MEMBERS FOR SERVING LINE. DUTIES INCLUDE: PREPARATION OF FOOD, 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.

<b>5:30 - 7:30 PM</b>	<b>KAPOLEI</b>	
<b>7:30 - 8:30 PM</b>	<b>ALIAMANU</b>	
<b>8:30 - 9:30 PM</b>	<b>KAPOLEI</b>	

**SECURE TABLE AT 8:30 PM. CASHBOX/PAPERWORK TO TREASURER, JOHN KOTAKE OR DISTRICT 1 - 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**      **FRIDAY MARCH 18, 2010**



**HOSTING CHAPTERS**

**KAPOLEI** LEAD CHAPTER  
**WILLY DIONISIO 7812076**  
**ALIAMANU**  
**DIANE RAMOS 8331024**

**ASSIGNMENT AT THE PALLADIUM**

[ ]  
 [ ]  
**ASST DANCE DIRECTOR**  
**MAURY/EVE DUQUE 2289763**

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

**EVENT**

**OHANA NIGHT**

**PALLADIUM DOOR OPENS AT 6:30 PM**

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

**LEAD CHAPTER'S RESPONSIBILITIES**

**KAPOLEI**

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) 7538673/7534934.
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**

**ALIAMANU**      [ ]      [ ]      [ ]

**KITCHEN DUTIES: >>>**

**[ KITCHEN ]**      **[SERVING LINE]**  
**KAPOLEI**

**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**

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<b>6:30 - 7:30 PM</b>	ALIAMANU	[ ]
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