

CLYC Host/Check-In Duties

First off, big thanks for volunteering to help with dinner check-in at the club. It takes a village to have this little club offer such big fun. Your participation is not only helpful, but vital to the continued operation of our dinners. It also functions as a fun way to meet the members, old and new.

- The day before your assigned dinner, you will receive an email with the reservation list for that meal. Please print and bring this with you to the club. If you don't have a printer, please make Julie Strickland or Robin Groszko aware so that there can be a copy waiting for you. Julie (#513-238-1180) Robin (#231-330-7604)
- Please arrive at the club at 5:15pm; that's when folks start arriving. You will be stationed at the front desk glass display case. Use your print-out of the reservation list to confirm and check-in people for dinner.
- Please encourage people to use a name tag.
- If someone arrives without a reservation, remind them that the club dinners are now reservation-only and we are no longer a buffet, but a plated dinner with a specific head-count. They are welcome to wait until everyone has been served to see if there is enough food. (They will need to pay for their meal.) If you prefer help in dealing with this issue/person, please find Patrice Carlson, Todd McKinney, Julie Strickland or Robin Groszko for assistance.
- Dinner is served at 6 pm and usually everyone has been checked in by 6:20.
- Merchandise may be purchased by using the "order form." Members may take the merchandise and leave the order form. Members will be sent an invoice to pay from. NOTE: This charging privilege is for current members only. Others may purchase merchandise but must pay at the time of purchase.
- There are envelopes for each dinner in the basket behind the desk. When you are done, the reservation list and any cash or checks go in this envelope. Drop the envelope in the black lock box on the wall behind the merchandise display.
- Time to enjoy your dinner!

Thank you again for your help!