

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC

ENTERTAINMENT COMMITTEE

POLICIES AND PROCEDURES

Policy: The Committee shall coordinate all Association sponsored social activities for the residents. The Entertainment Committee Chairperson and/or Vice Chairperson shall have the overall responsibility to review and oversee the volunteers. The Chairperson and Vice Chairperson for the upcoming year will be named in December and will serve with the outgoing Chairperson and Vice Chairperson until January 31st. Each month shall have an Event Coordinator and a group of volunteers. Association sponsored social activities/events take precedence over other community or private activities. All events shall be submitted to the Corresponding Secretary for date availability and to resolve any schedule conflicts. To assure best utilization of facilities and in the cooperative spirit of accommodating all parties, rescheduling of dates, times and places of other activities may be required. Such scheduling is the responsibility of the Entertainment Committee Chairperson, in conjunction with the Corresponding Secretary, and must take into account sufficient time for Event Coordinators to set up and decorate for an event.

Committee Structure: The Chairperson shall be appointed by the President of the Board of Directors of the Association and the Chairperson shall appoint a Vice Chairperson, Clubhouse Coordinator and Event Coordinators.

Reporting: The Entertainment Committee Chairperson and/or Vice Chairperson must attend the initial meeting for each event planned and be notified of all subsequent meetings. The Event Coordinator shall report to the Entertainment Committee Chairperson/Vice Chairperson, who shall report monthly to the Board of Directors of the Association.

Procedure:

The Entertainment Committee Chairperson and/or Vice Chairperson shall:

1. Review all revisions, proposed revisions or new Association Documents and pass applicable information on to the Event Coordinators and their volunteers.
2. Have a special meeting in November of each year, advertised to the Community, requesting officers of all clubs, activities and other interested parties attend. The purpose of this meeting is to coordinate the event calendar for the coming year and solicit Event Coordinators and Volunteers for each month's Event.
3. Approve issue of a check from the HOA Activities Fund, in accordance with the HOA Activities Fund Policies and Procedures, by the Assistant Treasurer, for deposits/down payments to entertainers or caterers if funds are not yet available from ticket sales. An invoice is required before a check will be issued.
4. Retain a copy of the final financial report for each Event and ensure the original is forwarded to the Association's Assistant Treasurer within seven days of the Event.

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The Event Coordinator shall:

Note: A checklist of activities required for planning and putting on an Event is recommended but not required.

1. Designate a person to provide tickets for the event.
2. Set a price on tickets to ensure that all costs are covered (including Florida sales tax) and submit a request to the designated person for a specific quantity of tickets. All tickets must be numbered and accounted for.
 - a. Everyone pays full price for tickets including Entertainment Committee Chairperson/Vice-Chairperson, Event Coordinators and volunteers.
 - b. The first two weeks of ticket sales are restricted to Edgewater Landing residents only. In the subsequent weeks, ticket sales may be extended to guests of residents.
 - c. Indoor event ticket sales shall not exceed the maximum occupancy rate of (236) established by the local fire department.
 - d. All tickets are to be sold at the Clubhouse on Tuesday and Thursday evenings from 6:30 PM to 7:30 PM, per the Rules and Regulations.
 - e. Tickets may not be held unless paid for.
 - f. If unable to attend a function, ticket holders are responsible for the resale of their tickets. Refunds are prohibited.
 - g. Ticket sellers must keep a record of the number of tickets sold and the amount of money received. Ticket count information and all monies shall be returned to the Event Coordinator who will verify that the figures balance, and that the money is turned in to the Assistant Treasurer weekly.
 - h. Checks written for tickets are to be made out to 'Edgewater Landing HOA' and not to cash.
 - i. Entertainment Events serving a meal shall strive to provide an alternate food selection for special dietary needs. Such arrangements must be made at the time of ticket purchase.
 - j. Vendors and Entertainers must give Social Security Account Number (SSAN) or a Federal ID Number before being hired for any events.
5. Advertise the Event on the Information Channel, in the Pelican Pouch and on the Association website.
3. Make a poster for the coming Event one month in advance and display it as directed by the Clubhouse Coordinator. Poster size shall be limited to 14 x 22 inches.
4. Kitchen supplies for Events may be ordered from the Kitchen Committee Chairperson. Consider caterers' needs as needed. For other supplies in storage room/shed contact the Entertainment Committee Chairperson. Supplies may not be taken without permission.
5. Meet with the Entertainment Committee Chairperson approximately two weeks prior to the Event to discuss ticket receipts and Event preparations.
6. Prepare a financial report for each Event submit the report and any retained monies from ticket sales to the Association Assistant Treasurer, with a copy to the Entertainment Committee Chairperson, within seven days after the Event.
7. Prepare a report for the Pelican's Pouch after the Event, with a copy to the Entertainment Committee Chairperson.

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8. Individuals who volunteer to be Event Coordinators should recognize that they are committed to fulfilling all of these responsibilities. In the event they cannot fulfill this commitment, it is their responsibility to fill the vacancy and to inform the Entertainment Committee Chairperson. If an emergency arises, they must contact the Entertainment Committee Chairperson.
9. The goal of every successful Event Coordinator is to provide entertainment for the community at a reasonable cost.

The Clubhouse Coordinator shall:

1. Coordinate all displays within the Clubhouse and provide for their setup, display and removal if temporary or seasonal. This includes all bulletin boards within the Clubhouse except the Board of Directors bulletin board which is controlled by the Recording Secretary.
2. Develop policies/rules to control each of these bulletin boards and shall post these rules appropriately.
3. Designate an area for display of Event posters and establish a limit for the number of posters. Posters will be no larger than 14 inches by 22 inches. Event posters may be displayed on easels only during the times when Event tickets are on sale.
4. Coordinate storage facilities and their use within the Clubhouse, and other areas, to provide equitable and efficient use of the facilities.
5. Resolve conflicts about posters, bulletin boards or storage spaces or elevate them to the Entertainment Committee Chairperson, then the Board of Directors, if necessary.