

# WASHINGTON ARTILLERY VETERANS ASSOCIATION

## SOCIALS

### STANDARD OPERATING PROCEDURE



1 OCTOBER 2016

**Table of Contents**

	<i>Page</i>
Part 1. General Information and Responsibilities	
Purpose	2
Applicability	2
Part 2. Specific Duties and Responsibilities.	3
The Social Committee	3
Duties and Responsibilities	3
ANNEXES:	
A: Special Invitation Requirements	6
B: Facility Layout	7
C: Signage Requirements	8
D: Beverage List	9
E: Paper Products	10
F: Social Event Financial Recap	11
G: Social Event Registration Log	12

## **PART 1**

### **GENERAL INFORMATION AND RESPONSIBILITIES**

*1-1. Purpose.* This SOP prescribes policies and procedures required for the successful execution of the WAVA Social Calendar, unless otherwise specified by the WAVA Board of Directors.

*1-2. Applicability.* This SOP applies to the all WAVA social events unless otherwise specified by the WAVA Board of Directors.

*1-3. General.*

## PART 2

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### 2-1. *The Social Committee*

a. The social committee shall consist of the 1<sup>st</sup> Vice President (Committee Chairman) and as many individuals he deems necessary to successfully carry out the social calendar at hand. The committee chairman may ask for additional help, if required.

b. The Social Committee Chairman must delegate responsibility. He is responsible to ensure that his team moves in the right direction at the right time. The Chairman cannot transfer responsibility for a given part of the job. He is responsible for all jobs but does not perform all jobs. The larger socials require a herculean effort and will only be successful through solid planning and teamwork, nor can they be successfully accomplished by any one individual. This is key to successful social planning.

c. The social committee shall be responsible for the following activities.

- 1) The Annual Seafood Dinner
- 2) The Annual BBQ Dinner
- 3) The meal hour for each monthly meeting
- 4) The Annual General Membership Meeting / Elections / Reunion

NOTE: Although the Annual General Membership Meeting and the Monthly Meeting meals are on a lesser scale many of the considerations given to the larger socials should be considered. During the month of September, when the Finance Committee is preparing the budget for the upcoming year, consideration for the menu should be given for each month's meal and whether it will be catered or prepared from someone's home. Also, the lead times required for the larger socials need not be so long. Early planning for c.1), and c.2) above could head off serious embarrassment for both the association and the social committee.

#### 2-2. *Duties and Responsibilities.*

a. The committee chairman shall ensure the proper measures are taken so any special invitation requirements for any social event is delivered in a timely manner to allow time for an RSVP, if required. **See ANNEX A.**

b. At least two weeks prior to each event the committee chairman shall:

- 1) Meet with the active battalion Administrative Officer (AO) to review plans for set up of assembly hall (**See ANNEX B**) (if required) and any clean up details which may be required because of the event. If the event is conducted in the WAVA Room then little support, if any, shall be required of the active battalion.

- 2)

3) Any other requirements of the active battalion staff shall be coordinated at this meeting. Remember, it is not our intention to impose on the active battalion except as a last resort.

4) Ensure the following items are gathered and in an appropriate state of repair / appearance.

- a) Signage. **See ANNEX C.**
- b) Any required food service equipment and ancillary equipment.
- c) Any required colors / guidons (NOTE)
- d) Table decorations and table number holders.

NOTE: All social functions conducted in the assembly hall shall have the flag and colors posted as prescribed in the room diagram.

c. At least one week prior to each event the committee chairman shall:

- 1) Purchase required beverages. **See ANNEX D.**
- 2) Purchase required paper products. **See ANNEX E.**
- 3) Purchase required condiments not being provided by caterer. **See**

#### **Appendix F.**

- 4) Notify caterer of the final headcount and a friendly reminder about being prepared to serve NLT 1800 hours.
- 5) Purchase required ice, if needed, and insure ice chests are cleaned and ready.
- 6) Coordinate w/ assigned active battalion event support personnel for time to arrive on the day of the event.

d. The morning of the event the social committee and any other helpers shall:

- 1) Meet at the facility NLT 1000 hrs to:
  - a) Set up room in accordance with room layout. For the Seafood / BBQ Dinner Socials the room shall be set up for a minimum of 160 people.
  - b) Set up the PA system and insure it is operational.
  - c) Place tablecloths and table decorations.
  - d) Place appropriate signage in designated locations.
  - e) Place food service equipment (if required) in designated locations. This includes any food warmer and ice chests requirements.
  - f) Place any paper product and beverage requirements.

- g) If required, move portable bar from WAVA Room to assembly hall.
- 2) Open Assembly Hall NLT 1700 hrs for arrival of guests.
- e. Conclusion of event the committee chairman shall:
  - 1) Ensure all WAVA equipment is returned to its proper storage locations.
  - 2) Ensure the podium and flags are returned to their proper storage locations.
  - 3) Ensure all WAVA merchandise, beverages, and paper products are returned to their proper storage locations.
  - 4) Account for all monies collected. See ANNEX F. Provide copy of report to both the President and Treasurer no later than the next scheduled meeting.
  - 5) Coordinate the removal of all trash and put into appropriate containers (dumpsters).
- d. Feel free to make copies of the attachments and use as necessary.

The proponent officer for this SOP is the Secretary. Users are invited, and encouraged, to send comments and suggested improvements on the WAVA Suggestion Form directly to the Secretary for review and appropriate action.

By order of the Board of Directors:

**Ernest Guerra**  
President, WAVA

Official:  
**Russell A. Mayeur, Sr.**  
Secretary, WAVA

ANNEX A, Special Invitation Requirements, to WAVA Socials SOP, dtd 1 Sept 2016

Consideration must be given to the following list of potential guests for our social events. Most of these individuals require ample notification times. Also, some may require coordinating with a third party (i.e., Secretary General Staff [SGS] for TAG, LA) in order to be invited to a social event.

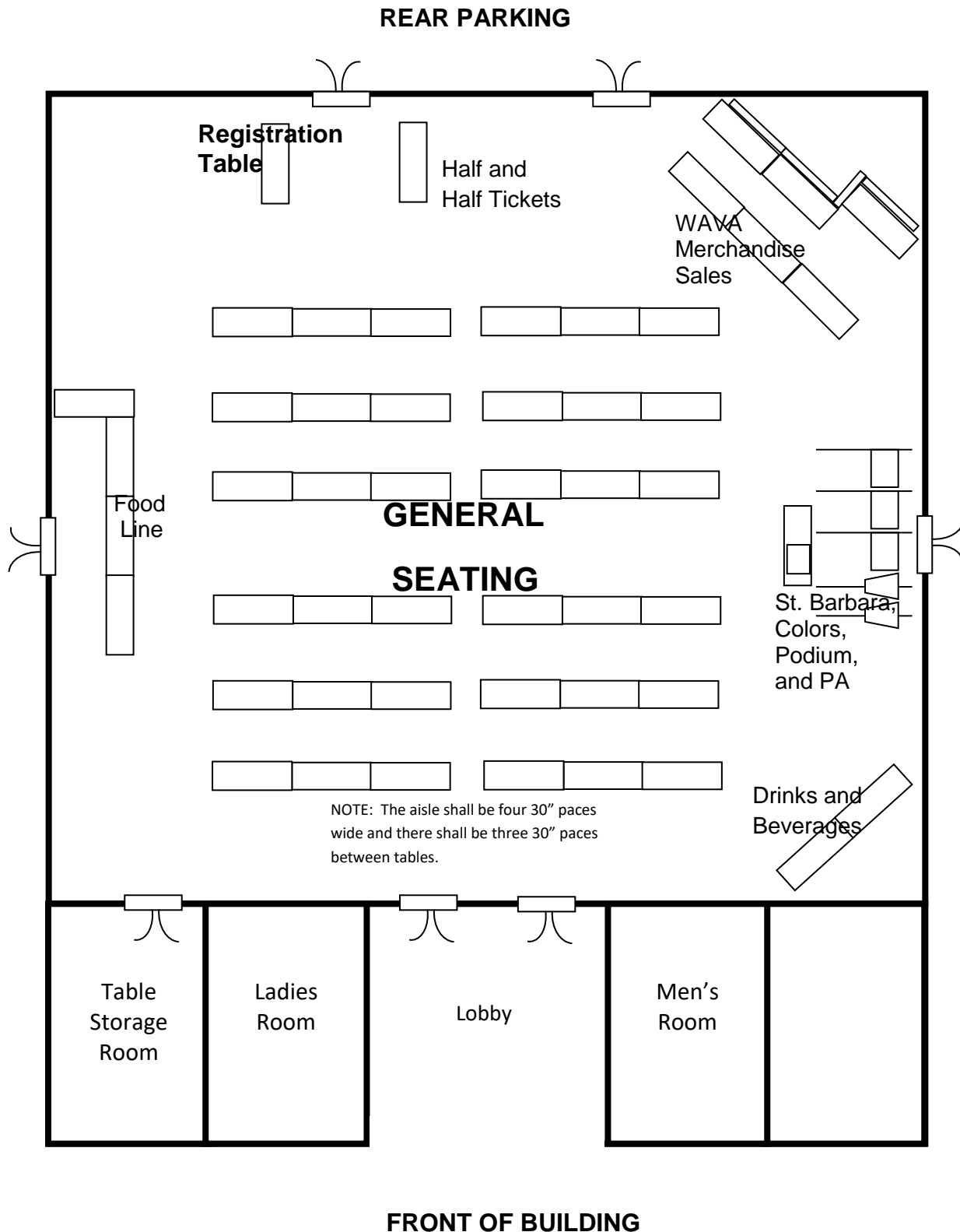
TAG, LA

TAG, LA Staff

Local and state level leaders

Non-Member Guests

ANNEX B, Facility Layout, to WAVA Socials SOP, dtd 1 Sept 2016





ANNEX C, Signage Requirements, to WAVA Socials SOP, dtd 1 Sept 2016

The following signs are required for the social events being held in the Assembly Hall of the armory. They are located in the storage room adjacent to the officer's cubicle.

Entrance WAVA Social (2)

Registration / Half & Half

Tables Numbers

ANNEX D, Beverage List, to WAVA Socials SOP, dtd 1 Sept 2016

The following list of beverages shall be checked prior to any social event, including the monthly meetings, to ensure ample quantities are on hand.

**Sodas**

Coca Cola Classic	Barq's Root Beer
Diet Coke	Diet Barq's Root Beer
Caffeine Free Coke	Sprite
Caffeine Free Diet Coke	

**Beer:**

Bud Light	Miller High Life	Miller Light
-----------	------------------	--------------

**Liquor:**

Dewar's White Label Blended Scotch  
Jack Daniel's (Black Label) / Jim Beam Bourbon / Seagrams VO / 7 Bourbon  
Bombay Gin / Tanqueray Gin  
Absolute Vodka /  
Bacardi Light Rum / Captain Morgan's Spiced Rum  
Triple Sec / Sour Mix  
Amaretto  
Vermouth

**Mixers:**

Orange Juice / Cranberry Juice / Tomato Juice (or Bloody Mary Mix) / Pineapple Juice  
Rose's Lime Juice / Grenadine / Olives

**Wine:**

Blush (White Zinfandel) / Chardonnay / Merlot / Cabernet Sauvignon

**Water:**

½ liter bottles

ANNEX E, Paper Products, WAVA to Socials Directive, dtd 1 Sept 2016

The following list of paper products shall be checked prior to any social event, including the monthly meetings, to ensure ample quantities are on hand.

Paper Plates (preferably divided)

Paper Bowls

To Go Containers

Plastic Cups (12 / 9 oz.) (for drinks and beer)

Styrofoam Cups (12 oz.) (for coffee)

Napkins

Paper Towels

Forks

Spoons

Knives

**NOTE: Consideration should be given to purchase of heavy duty utensils.**

Table Cloths (Vinyl roll)

Seasonal / Holiday Items (Christmas) ( for Annual General Membership Meeting / Reunion)

1 September 2016

Socials

ANNEX F, Social Event Financial Recap, to Socials SOP, dtd 20 Sept 2016

SEE BLANK FORMS UNDER PERSONNEL / ADMIN FILES

1 September 2016

Socials

ANNEX G, Social Event Registration Log, to Socials SOP, dtd 1 Sept 2016

SEE BLANK FORMS UNDER PERSONNEL / ADMIN FILES.