

SOCIAL SAILS IN A NUTSHELL

There should be a minimum of 2 Co-Chefs (3 if possible)

1. **FOOD:** Provide food and beverage of your choice for the estimated 40-50 people check with social director to see how many attended the week before. Lately it has been more like 60 – 70.
2. **DRINKS:** No Alcohol. Usually 10 – 12 large bottles of Soda, Ice Teas (green tea is popular), lemonades, etc. Diet sodas seem to be preferred. Get a gallon of water.
3. **ICE:** Spring & Fall – one large bag, Summer – 2 large bags. – for putting into drinks and to keep the food cold on the buffet table.
4. **ARRIVAL:** Plan on being at the dock area by the ramps about 5:15 – 5:30pm. Depending on what food you have to set out. Tell the guards that you need to drive in to set up for the SCOW Social Sail. I do have an extra parking pass, if he asks.
5. **SCOW CHOW DHOW:** This is our “Boat shaped” storage container found along the fence by the maintenance yard building found at the opposite end of the road from the boat ramps. Get some help and wheel the Dhow to the edge of the blacktop along the grass area across from the boat lift cranes and boat ramps. All the paper and plastic supply items are inside: plates, forks, spoons, knives, foil, napkins, serving utensils, etc. Step the “masts” of the Dhow and hang the SCOW banner to them. The chairs on top are for the dockmaster table which is the folded table inside the Dhow. Put Dockmaster boat sign-up book, the box of pens & name tags, membership info pamphlet and membership application on the table. Put the food “donations” can on the top of the Dhow with the food, drinks plates, napkins and eating utensils. Tie two plastic trash bags to each end of the Dhow. (these will have to be replaced several times as they fill up). Fill cooler with ice to put in their drinks. Do an approximate headcount at some point.
6. **CLEAN UP:** Start clean up so that you can be finished before dark. Trash bags go to the dumpsters by the maintenance yard. Any unopened sodas or condiments may go in the Dhow for use at the next Social Sails. Anything opened, take home or give away. Put supplies and dockmaster table back in Dhow. Chairs go on top. Wheel Dhow back to fence area and cover with tarp.
7. **REIMBURSEMENT:** Out of the money collected, pay your expenses. Submit an expense report to our Treasurer, Chris VonGuggenberg. There is a form on our website, www.scow.org. State number of attendees, total money collected, total money paid for self reimbursement, balance due SCOW or balance due you. Mail your receipts and your check if there were extra funds due SCOW to Chris VonGuggenberg @ 316 Bellefonte Avenue, Alexandria, Va 22301-1244. If the social director is not there, let her know if any supplies need to be replaced.
8. **HAVE FUN!!!**