

# **Hand, Knee, and Foot Hostess - Things to Know**

**(rev. 01-25-2023)**

**Monthly Hostess:** Members will function as the hostess each game day and receive the RSVPs to play and keep track of the players.

Hostess should arrive at 9:30 and bring the cards, pockets, writing utensils, score sheets, and lunch order forms. Hostess will also bring a list of players.

After the game, she will pass the HKF bag to the next hostess. If additional score sheets or lunch order forms are needed, contact Susan Mitchell.

It is recommended that the hostess have a helper to either take in the prize money or set up the tables for play. The hostess/ helper will collect score sheets after the game and announce the winners.

**Eight Days Prior to Playday:** Sandy Waldrup will send out an email to members and responses will go to the hostess. Reply to each RSVP to let them know you got their name.

**List of Names:** Names on the list are on a first come, first serve basis. Any player that cancels after signing up must find a substitute and let the hostess know the new name.

**Temporary List:** Send out a temporary list through Sandy Waldrup on the Friday night before the game day for Sandy to send out the first email list. Guests may sign up at this time.

**Final List:** A final list sent by Sandy Waldrup should go out on the day before the card game date. At the same time, remind players how many shufflers are needed.

Sandy Waldrup, Communications Director, sends all emails -

**Club Notification:** Let Deneen know how many tables need to be set up. You can email Deneen at or text her at 360-628-0196.

**Lunch:** All players must order lunch to either eat in or take out and orders will be off the menu. Distribute a "Lunch Order" sheet to each player and ask them to fill it out. The server will let us know the soup, specials around 11am and pick up the order forms shortly after. Lunch will be served between 12:15 and 12:30.

**Questions?** If you have any questions, contact Susan Mitchell at 904-859-8843.