

# HKF Hostess - Things to Know

## (Rev. 05-2024)

**Monthly Hostess:** Members will function as the game hostess each game day and receive the RSVPs to play and keep track of the players. There can also be co-hostesses for each game day, but only one hostess will receive the RSVP names.

**Game Announcement:** HKF is played on the first Wednesday of each month. On the Tuesday the week before game day (approximately eight days prior to), the Communications Director sends an email to all members. All RSVPs will go directly to the monthly hostess. The hostess replies to each RSVP, letting them know their name has been added to the players' list and inquire if they can bring a shuffler.

**Players List:** Names are added to the list a first come basis and any player that cancels after signing up must find a substitute and notify the hostess of the substitute's name.

**Preliminary Players List:** The hostess forwards the names of players signed up to the Communications Director no later than the Friday before game day (seven days prior to). The preliminary list of member players is sent to members Friday night or Saturday morning before game day, notifying members that their guests can now be invited to fill any empty spots. *\*\*Depending on the number of tables that have been reserved, this preliminary notice can also serve as the final notice.\*\**

**Final Players List:** The hostess communicates to the members who have signed up to confirm their play on Tuesday, either through email, calling or texting, whichever the hostess finds easier. At most, the hostess will only have to communicate with 20 players since there is a limitation on the room capacity.

**Day Before Play – Club Notification:** Let Deneen know how many tables need to be set up. You can email Deneen at [events@magnoliapointgolfclub.com](mailto:events@magnoliapointgolfclub.com) or text her at 360-628-0196.

### **Day of Play**

#### **Before Play:**

- Hostess should arrive approximately 30 minutes before players and bring the following:
  - ✓ List of players.
  - ✓ Sign-up list for future hosts.
  - ✓ Game Bag – which will hold cards, HKF pockets, a notebook containing: writing utensils, score sheets, lunch order forms and a copy of the rules.
- **Lunch:** Distribute a "Lunch Order" sheet to each player and ask them to fill it out. All players must order lunch to either eat in or take out and orders will be off the menu. The server will announce the soup of the day and menu specials around 11:00 am and pickup the order forms. Lunch will be served between 12:15 pm and 12:30 pm.

#### **After Play:**

- After the game, the hostess will pass on the bag to the next month's hostess. If additional score sheets or lunch order forms are needed, they can be found on our website's Clubs Groups and Activities page, here [GAA HKF Hostess List – Magnolia Point Women's Club \(mpwc.org\)](https://www.magnoliapointgolfclub.com/GAA-HKF-Hostess-List-Magnolia-Point-Women's-Club-mpwc.org) or send a request through [Contact Us – Magnolia Point Women's Club \(mpwc.org\)](https://www.magnoliapointgolfclub.com/Contact-Us-Magnolia-Point-Women's-Club-mpwc.org)
- Announce the winners and scores (payouts are based on number of tables: 2 tables pay 1<sup>st</sup> and 2<sup>nd</sup> place; 3 tables pay 1<sup>st</sup> through 3<sup>rd</sup> place; 4 tables pay 1<sup>st</sup> through 4<sup>th</sup> place; etc.).
- Take a photo of the winners and send it to Sandy Waldrup ([frankwaldrup@bellsouth.net](mailto:frankwaldrup@bellsouth.net)).