

Your Social Planning Checklist!

Bar Supplies

Renter to provide:

- Liquor Permit
- 14 oz Beer Cups
- 8 oz Liquor Cups
- Alcohol & Beer
- Extra ice? We include 10 bags in the rental. If you want more- feel free!
- Bar fixings-lemons, limes (optional)
- Orange Juice, Ginger ale, Clamato juice, Tonic water and Club Soda (Optional). Pepsi, Diet Pepsi and & 7 Up are included in the rental. If you would like to offer other mixes –feel free!

BPCC will provide:

- Soda Fountain
- Pepsi, Diet Pepsi and & 7 Up are included in the rental.
- We include 10 bags in the rental
- Table for any extra “bar fixings”

Decorations & Tables

Renter to provide:

- 40 Plastic table cloths** which need to fit 8ft x2.5 foot tables (**Not optional**)
- Sticky tack or Painters Tape
- Non-Helium Balloons
- Scissors, ribbon and/or string

BPCC will provide:

- A ladder- if needed
- Garbage cans and bags

Food and Such!

Renter to provide:

- Snacks/ chips & Pretzels-other items
- Plan for a late night snack
- Late Night Snack Supplies-plates,napkins,condiments,cutlery
- Coffee fixings-coffee, coffee cups,creamers,sugar, stir sticks, standard size coffee filters, $\frac{3}{4}$ cup measuring cup

OTHER

Renter to provide:

- Cash Float- , you will need lots of change
- Liquor tickets
- Hand Stamp
- Raffle Tickets
- Wristbands** for those over eighteen-you will need 375 wristbands

(Not optional)

- VOLUNTEERS!** You will need many hands/helpers to help you with the set up, Clean up, and execution of your special day!

BPCC will provide:

- Ticket table
- Cash box
- A room, **dressing room #3** to store your valuables, along with one key for Access will be provided to a trusted individual
- Coat racks
- Capacity Counter
- Tables and chairs for your guests
- A table for your food
- Five tables for your raffle/auction items
- A table for you DJ
- MLCC signage

Notes:

At 4:30 pm you have access to the gym to begin your evening set up. At this time our

facility team will ensure the following items are in place:

- Ticket table- will be set up just outside the gym/hall doors
- Soda Bar- will be set up to the right of the main bar
- Food table- will be set up along the north wall near the storage room doors
- Bar "fixings "table- will be set up to the left of the main bar
- DJ table- will be set up along the center of the west wall
- Four Auction tables- in the far west corner of the hall along the west and south Walls

These items will be placed in a standard set up (attached). Feel free to change this up to suit your needs- after all, it's your day! We only ask that the soda bar and ticket table, and bar fixings table remain in place.

The rest of the set up is up to you! Have a fun filled night