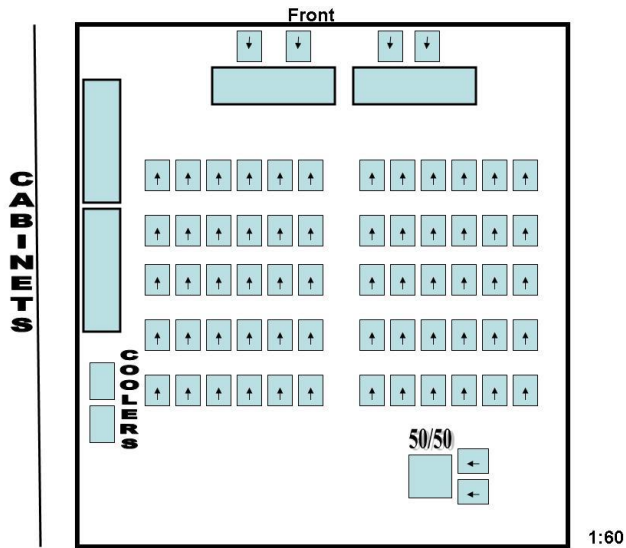# Duties of a Fairfield Harbour Fishing Club Steward

Pick up key: to the Community Center at the guard shack prior to 6:15PM

Set up the Community Center: Place two 8' tables up front for the club's facilitator, guest speaker and other club administrators. Place two 8' tables in the cabinet area for magazines and after-the-meeting snacks. Place 25 to 30 chairs on each side of the Center facing the front. Leave a 3' exit path between the two groups of chairs. Set up a card table by the door for the sale of 50/50 tickets.

Sell 50/50 tickets: the tickets sell for $1 each or 6 tickets for $5. Split everything collected into two even amounts of money. One half of that collection goes to the winner of the 50/50. The other half goes to the club's bursar (usually Harvey Pye or Walt Meyer) with the receipts for your expenses. Give the larger bills to the bursar and the singles to the 50/50 winner. The expenses are always taken from the club's half of the 50/50. The bursar will immediately reimburse your expenses.

Offer and encourage the use of name tags when selling the 50/50's.

Beverages: lager beer, light beer, cola, diet cola, white wine and bottled water. Each meeting typically will result in the consumption of 20 cans of Yuengling, 12 cans of Coors Light, 6 colas, 6 diet colas, one 750ml Pinot Grigio and 4 or 5 bottles of waters. Always have extra beverages.

Also consumed will be 6 or 7 salad bowls of salty snacks (pretzels, Goldfish Crackers, nuts or trail mix).

It takes 3 bags of ice to cool both of the Fishing Club coolers containing the beverages. The ice can be purchased at the Fuel Market on Broad Creek or Food Lion.

Check Supplies: napkins, cork screw, plastic salad bowls, name tags, magic markers, roll of 50/50 tickets, erasable magic markers for dry erase board.

Clean-up: after the meeting return all tables and chairs to the closet. Vacuum (vacuum in ladies' room closet) the floor and empty the trash containers in the outdoor containers.

Return the key: to the guard shack