

HAMPSTEAD HOCKEY CLUB

Dance: 9th March, 1963

Committee: J. Griffiths (Chairman), H. Avey, J. Chaumeton
and W. Scarr

ROUTINE

Action

A. IN ADVANCE

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|---|---|------------|
| 1. Book Dancehall
Arrange bar extension
Organise tapes or records |) | AVEY |
| 2. Printing of tickets
Notice in Club circular
Complimentary tickets to other Clubs
Distribution of tickets to club captains
and officers |) | GREENHALGH |
| 3. Organise catering. Estimate numbers attending
Catering helpers. Wives/girl friends:
Chaumeton; Greenhalgh; Wickham; Bell; Lobo;
Brooks; Moreman; Kay A.B. |) | GRIFFITHS |
| 4. Organise raffle: a) 6 books of 100 cloakroom tickets
b) Sell at 5 for 2/-
c) Prizes - 1) Bottle of whisky
2) Cigarettes/wine
3) Chocolates |) | SCARR |
| 5. Dance Day - 4. Chase club captains to ring
probable attenders |) | GRIFFITHS |

B. ON NIGHT

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|---|-----------|
| 1. Sweep floor after removing boards | AVEY |
| 2. Appoint M.C. | WICKHAM |
| 3. Arrange table at entrance to collect tickets | AVEY |
| 4. Appoint ticket collector | CHAUMETON |
| 5. Appoint raffle ticket saleswoman | SCARR |
| 6. Clear room for refreshments | GRIFFITHS |
| 7. Organise refreshment sales collection of money | GRIFFITHS |
| 8. Organise raffle | SCARR |