

The  
BESS Social Team  
Handbook

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## I. Social Team

The Social Team plans the monthly BESS parties, serves as liaison with party site administrators, and coordinates the dungeon monitors. Social Team Responsibilities include:

1. BESS announce postings
2. Reminder email
3. Collecting RSVPs
4. Food/Water
5. Decorations, Door Prizes, Themes
6. Collect and count money
7. Tours and introductions
8. Exploratorium
9. clean up
10. Dungeon Monitor coordination

## II. Budget

In order to break even for each Social, we must have 27 paying contributors in attendance. Each contributor pays \$20, which is distributed \$15 per person to Playhouse for rent and \$5 per person to BESS to cover expenses/profit. Based on a 27 person party, we can expect the following:

### Target Party Attendance

27 Guests @ \$15 = \$405 (playhouse minimum)  
@ \$5 = \$135 income (BESS)

### **Expenses**

Bottled water	10.00
Food tray	25.00
Door Prize	20.00
Decorations/Exploratorium expense	20.00
<b>Total</b>	<b>\$75</b>

Income	\$135
Expenses	\$75
<b>Profit</b>	<b>\$60</b>

## III. Exploratorium

Each social should have a theme, Exploratorium, or special event associated with it.

### Themes

Possible themes for parties include:

- Shoes/Feet
- Renaissance

- Rope!
- Sissy Maids
- Pajama Party
- Burlesque
- Role Play, Play Party
- Halloween
- Back to School

Incorporating themes into socials might include:

- Encouraging guests to wear special costumes, clothes
- Door prizes
- Decorations
- Games
- Etc.

### Exploratoriums

Exploratoriums may be held in conjunction with or independent of themes and/or special events. Exploratoriums are hands-on events that give participants the opportunity to try a skill from both the bottom and top's perspective.

The Exploratorium coordinator is responsible for:

- finding subject matter experts to lead the demonstration
- finding demo bottoms
- encouraging participation
- coordinating the theme and/or special event leader if required
- obtaining door prizes
- setting up games
- etc.

Exploratoriums are typically held from 9pm to 10:30pm.

### Special Events

Special events and or education should be coordinated with the Education and/or appropriate team. Exploratoriums and/or themes should be adjusted accordingly.

## **IV. Party Announcement**

A "party announcement" should be written for each social/party to reflect the theme, Exploratorium, and/or special event for the month.

The announcement should be emailed to the following individual as soon as possible:

- "This Week At BESS" (TWAB) coordinator
- The Education Team Leader
- The web site administrator

Below is an example of a party announcement (**The party announcement can be found online at <http://www.bess-md.org/teams/social/filefunctions.shtml>**):

**Rope, Glorious Rope!!**

Join us for the January Exploratorium and Play Party.  
January 27<sup>th</sup> from 9pm till 12am

This month's party is all about Rope!! Join Lisa B early (9-10pm) to participate in the Rope Exploratorium and experience the world of rope first hand from the top or the bottom. This is not a class; this is a supervised hands on exploration of rope. Get tied up or try your hand at tying. Already a rope guru? Join us to show off your stuff at the "Rope Contest." All who participate will be entered to win a door prize (of - you guessed it - ROPE!).

Don't forget to bring a dish for the table!! All who bring a dish or platter for the table will receive a chance to win a "Go to Jail Free" card worth one admission to one of BESS's regularly scheduled parties.

The party continues into the night, but please remember that you must arrive before 10:30p when the doors are locked!!

Remember you must be on the list to attend!! Please RSVP by January 27<sup>th</sup> at noon to:

**RSVP: [socialrsvp@bess-md.org](mailto:socialrsvp@bess-md.org)**

*Please remember that all BESS socials are private parties for contributors and their guests. Please do not discuss party locations in any public forum or post information about BESS parties on any email list. This will enable BESS to remain in compliance with local laws and zoning regulations. You must present a current BESS contributor card or be a guest of a contributor. Guests of contributors must be at least 21 years old and will need photo identification and will be asked to sign a guest waiver at the door.*

See you there!  
BESS Social Team

**V. RSVPs**

The team member who is responsible for keeping the guest list will respond to each guest who RSVPs. Responses should be sent within 48 hours of RSVP or as soon as possible before the party. All RSVPs should be received by noon on the day of the party.

The guest list will contain:

- The contributors and/or guest's name
- BESS Contributor number or Reciprocal group name/number
- Note of if the contributor/guest has a waiver on file.

The team member who builds the guest list should bring a copy to the social and/or ensure that another team member has the list. This team member must be at the social be 8:45pm.

Below is an example of an RSVP response (**The RSVP response can be found online at: <http://www.bess-md.org/teams/social/filefunctions.shtml>**):

Hi,

I received your RSVP for the upcoming social on March 24th. Here are some things you need to know:

### **Theme**

This month's party is all about Feet! Bring out your favorite foot fetishist, your favorite shoes or boots, or show off your fresh pedicure!! Let's see those feet and all the amazing ways to show them off.

To help us kick off the party Joe the shoe guy will be vending from 9pm to 11pm. He will be offering all who attend an excellent selection at a great value!! \$35 gets you your choice of any style. Purchase your "shoe voucher" a head of time (available at this week's education meeting) to get a special rate of \$30!!

### **What, When, Where**

Please remember that all BESS socials are private parties for contributors and their guests. Please do not discuss party locations and dates in any public forum or post information about BESS parties on any email list. This will enable BESS to remain in compliance with the City of Baltimore laws and zoning regulations. If you intend on bringing a guest you must let us know. All RSVPs must be received 5pm on the night of the party. *Everyone must be on the guest list.* Guests of contributors will need photo identification and will be asked to sign a guest waiver at the door.

Party hours are 9:00 PM - 2:00 AM. All attendees must arrive by 10:00 PM. If for any reason your plans change, please let us know. The garage access is closed off after that time.

The cost of BESS socials is twenty dollars (\$20.) for each of our contributors and Reciprocal Members and twenty-five dollars (\$25.) for each of their guests. Parking is five dollars (\$5.) for each car parked in the garage. Please place all the exact amount of cash (unfortunately we cannot make change) in a sealed envelope and label it on the outside with: (1) your name/BESS Contributor Number on the outside, (2) number of guests, (3) if you parked in the garage.

Please check in with the party hostess/host when you arrive (we are usually sitting by the bar). He/she will confirm your RSVP and accept your envelope.

### **Food**

We like to play and to snack after playing!! Please remember to bring something for the table. We have crock pots, platters and electrical outlets available. If you are in need of assistance for your dish, please the host/hostess know. We'd be happy to help you. Everyone that brings a dish for the table will receive a chance to win a pass good for one admission to a regularly scheduled BESS Party. There are a variety of beverages available for \$1 each.

### **Dress**

Please remember this is a vanilla neighborhood and you should dress accordingly. You are welcome to change clothes once inside.

If this is your first time, please let us know. We'd be happy to give you a tour, introduce you, and help you get settled.

The Playhouse address is  
*(Mapquest will get you there with no problems):*

824 N. Calvert Street , Baltimore, MD 21202.

The etiquette and rules are posted below. Please make sure you understand these and let us know if you have any questions. We all want to have a fun time and a safe time.

See you there,  
BESS Social Team

**PS. Tickets will be available for Bound By Love 2007: Rites of Spring starting at the January BESS Social. \$35 per ticket, cash or check. Check out <http://boundbylove.bess-md.org> for more information.**

### **Bess Party Rules & Dungeon Etiquette**

Revised 1/24/2006

**BESS parties are PRIVATE. Please do not discuss party locations or dates in any public forum. Do not post information about BESS parties on any email list. This is to enable BESS to remain in compliance with local laws and zoning regulations.**

BESS socials may only be attended by BESS Contributors and their guests. To attend any party, you must make a reservation to attend. You must have your BESS Contributor ID card in hand to attend any party.

**Guests:** If you are a contributor to BESS, you may bring up to 4 guests to BESS socials. You are responsible for your guest. Your guest must sign a Guest Waiver. Your guest must have a picture ID. You must attend the BESS function with your guest. You may only bring the same guest to 4 parties.

The house safeword is "Red" for stop. A DM will intervene in a scene if s/he hears the word "Red" and the scene does not stop.

Direct any questions about the appropriateness of a scene to a Dungeon Monitor (DM). A DM can and will ask you to leave the dungeon for disorderly conduct or disobeying these or any posted rules.

This is a clean and sober event: no alcohol or illegal drugs are allowed. Smoking is allowed in designated areas only (The first/ground floor of the playhouse is the designated smoking area).

There shall be absolutely no exchange of money for any form of BDSM play or sexual activity. No sexual intercourse or oral sex (if you want a definition please ask). **ABSOLUTELY NO PLAY OR SEXUAL ACTIVITY OUTSIDE THE DESIGNATED PLAY AREA!** Do not play in public areas such as the parking lot, garage, street or hotel lobby.

The upstairs portion of the dungeon is not for social interaction, but quiet play. Please respect the area as a quiet area to play or watch. The first floor entry way is the location of the smoking lounge and coat closet and second level is for social play. If this is your first trip to the playhouse, please ask one of the folks at the door for a tour. We'll be happy to show you around.

Do not touch other players' "toys" or equipment without permission. Do not hog the dungeon equipment. Be aware of others waiting to play.

Some doors may be either locked or marked "private". Please be respectful. Please use the towels and sheets provided to cover equipment when playing. Clean the equipment and surrounding area after your scene.

Do not leave cans and trash for the maids; there are no maids.

Wax play and bloodsports are allowed in designated areas only. Ask a DM to direct you to those areas if you aren't sure where to go. Use gloves. Dispose of "sharps" in appropriate nearby receptacle. Use a tarp when playing with wax.

**No breathe play. No fireplay. No genital to genital or oral to genital contact of any kind. No scat play. No watersports. No electrical play above the waist, except for violet wands, without DM approval.**

Photographs, video and audio recordings and any and all other means of recording are strictly forbidden without the prior approval from the BESS Board of Directors, and then only after permission is granted by the subject.

## **VI. Money Collection Procedures**

Contributors will have placed money for their group in an envelope with their names and contributor numbers on the outside.

A member of the Social Team will collect money and check off reservations from the advance reservation list.

After all guests have arrived and the doors have been closed (approximately 10:30pm), the two members of the team will count the money, compare this to the reservation list, and complete and sign two copies of the Social Monies Form.

The two team members will pay for the location rental and get a signature on each of the two copies of the rental receipt from the location owner.

One copy of the BESS Social Monies Form and the playhouse report will be given to the Social team leader. One copy of the BESS Social Monies form and the monies collected will be given to the Treasurer. The Treasurer will deposit the balance of the monies collected in the BESS bank account within one week.

**The money collection form can be found at: <http://www.bess-md.org/teams/social/filefunctions.shtml>**

## **VII. Guest Waivers**

Anyone that is not a BESS contributor will be given a copy of the party rules and will sign and guest waiver. Waivers will be kept on site and only need to be completed once. The team member collecting waivers will note on the RSVP list that the guest has signed a waiver.

**The guest waiver forms can be found at: <http://www.bess-md.org/teams/social/filefunctions.shtml>**

## **VIII. Dungeon Rules and Etiquette**

**The Dungeon Rules and Etiquette can be found at: <http://www.bess-md.org/teams/social/filefunctions.shtml>**

The rules should be made available to contributors/guests:

- When they RSVP for socials
- On the BESS website
- At the social location

Questions about the rules should be directed to a Social team member or a board member.