

Anime Detour

Room Parties Guide

Arriving at the Hotel

Check in. The hotel starts check-in at **3 PM**, however you can always ask the desk if your room is ready early! If you experience any difficulties in claiming your reservation, please have them contact the **Anime Detour Room Parties Dept.**

Inspect the room. Once you have checked in to your room, inspect the space thoroughly and document any stains or damage, including to the linens. Report any damage to the hotel's front desk immediately. If the linens are stained, request replacements.

Party Host Buttons. You will receive two party host buttons in your party packs. These buttons will indicate who is hosting the party AND the wearers will be able to access the **Volunteer ConSuite!**

Room Setup and Planning

Do not move the desk. Seriously, don't move the desk. If you move it, it will break, and it costs \$12,000 to replace (no, that is not a typo). **We recommend that you carefully examine the desk as you check into the room.** If you see any existing damage, call the hotel front desk and let them know immediately to avoid being charged for it. If it is damaged during the convention, you are responsible for the cost of replacement.

Really, don't move anything. Not only should you not move the desk, but you shouldn't move anything else either! The hotel has taken a very strict stance that no furniture other than the chairs can be moved without incurring fees.

Close off the Bathroom Space. We recommend bringing a tension rod and a curtain to fill a space at least **31-inches wide**. This will give you a space to stash your goods and equipment, and prevents other guests from using your bathroom. **It is a good idea to keep your bathroom private.** A good suggestion is to only let close friends and other party hosts use the bathroom. The hotel provides public restrooms for convention members to use.

Cover the carpet to protect it. Covering the carpet with plastic will save you tons of money in hotel cleanup fees. The hotel does provide a covering service, but it will be cheaper to do it yourself. You can order the plastic online or find it at stores like Menard's and Home Depot. The plastic you want can be found by searching for Self-adhesive plastic, Carpet Film, or Polyethylene film.

Give it a once-over before you open. Stand at the front door and take a look at your party's space layout. Take a walk through your room and check that everything is in place and all is in order. Pretend that you are one of your guests and make sure everything is where you want it for best traffic flow.

It's Party-time! AKA, The Rules!

P-A-R-T. Why? Because we've GOT TO!

Commerce

1. You may not sell anything in your party room with the exception of registrations to other conventions.
2. Voluntary tip jars are allowed, and you may politely ask for tips, but you cannot deny anyone access to the party if they don't tip. No minimum tip requests.
3. Monetary amount (even if it's just a suggestion) + item or service = commerce. So do not do that thing.

Hosting

1. All room party hosts and volunteers must be registered for the convention. No exceptions.
2. While more than one Host may be registered for a given room party, AT LEAST one of the Hosts must be physically present and responsible (read: sober) AT ALL TIMES during the party's hours of operation.
3. Your party must welcome everyone wearing an AD membership badge. If you are an age-restricted party, they must also show a legal form of identification.
4. We do not allow Maid Cafes, Host cafes or snuggle/nap themed parties! This is to keep in compliance with our convention's harassment policies.
5. Anime Detour DOES NOT pay for your party room. All hosts are responsible for their own room costs and any fees they may incur.

Hours

1. All room parties must be open a minimum 4 hours on Friday and 4 hours on Saturday.
2. No room parties may be open before 3pm on Friday as the convention has not yet started.
3. Barring emergencies, parties must be open for all of their stated hours. If there is an emergency and the party needs to open late or close early, the party hosts should contact the Room Parties team via Operations.
4. You must post your party hours near your door. (This is for member courtesy so they know when you are open for partying!)

Noise Levels

1. If your music can be heard two rooms away, it is too loud.
2. No speakers can be placed on the porch or balcony of your room. They must be inside the room itself.

3. If you would like help adjusting your noise levels, contact Operations to get one of the Room Parties staff to assist you.

Safety Stuff

1. No fog machines.
2. No dry ice.
3. No open flame.
4. Make sure your party does not violate other Anime Detour policies, i.e. the weapons policy.
5. Don't break the hotel.
6. Blue Painter's Tape is the one true tape! Use it! Accept no substitutes!
7. Do not cover any thermostats, smoke detectors or fire sprinklers.

Serving Alcohol

1. Parties may only serve alcohol during their stated open hours.
2. You must card for government-issued ID before serving any alcohol, even if the attendee looks old enough. No exceptions. This is for your own benefit (see #6).
3. Attendees are not allowed to leave your room with open containers of alcohol. That being said, if someone leaves your room with an open drink or is making a scene about it, please notify AD Security (by finding a Security member or via Operations) as they are responsible for enforcing convention policies.
4. Serving alcohol to someone who is already visibly intoxicated is known as over-serving. Use your best judgement in such cases.
5. We will not hesitate to get the Bloomington Police involved if there are reports of underage drinking or attendees not being carded. You will be held liable and the consequences will not be pleasant.
6. For more information, please review Minnesota's liquor laws and statutes:
<https://www.revisor.mn.gov/statutes/?id=340A>

Other

1. If it's illegal outside the hotel, it's illegal inside the hotel.
2. All party rooms will be non-smoking, no exceptions. The smoking area is in the East courtyard (between the two towers).
3. No furniture in the rooms may be moved (with the exception of chairs) for any reason. This is a policy from the Hilton Double Tree. This includes the beds. You may not move the beds in ANY fashion. Beds must remain the way the hotel set them when you checked in. You may optionally request the hotel remove the beds from the room. This is a liability issue for the hotel. If you move any furniture (e.g. beds, nightstand table, desk) the hotel will charge you a fine.

Cleanup

There is always cleanup. Always. There will never not be cleanup. Make sure you have the appropriate cleaning supplies.

Carefully take down all posters and decorations. Food must be cleared and messes must be cleaned. Furniture must be returned to their original places.

Remember, the hotel can bill you should they have to take special measures to clean up after you or make repairs.

Try to pick up spilled foods all through the evening, as this minimizes carpet soiling from people trampling over the spills. Also, clear away used cups, plates and other mess all through the evening if you get the chance. This keeps your party looking better, and also reduces the amount of cleaning your tired body has to deal with when the end of the party arrives.

You should be prepared to bag your own trash and take it to the hotel's dumpsters. It would be a good idea to bring your own full-sized garbage can as well, as the cans the hotel provides are very small. The dumpsters are through the service doors near the south entrance to the hotel, right by the service elevators. Don't be put off by the fact that the doors say "Staff Only", you can use them to access the dumpsters. (dumpsters are out by the loading dock)

There's a reason we keep repeating ourselves: **Cleanliness is very important!** (Yes, we know we sound like a mom...)

The hotel is not Anime Detour's property, as such we would like you to be considerate and be more careful than you would be at home about messing things up. Yes, the housekeepers are there to clean up but if they only need to vacuum, make up beds, and other general cleaning that will help them get through their designated floors in a timely manner, allowing them to take care of everyone. And if you keep the maids happy everybody wins.

Checklists!

Checklist for Party Setup

1. Start at least two hours before party start time, more if you are paranoid.
2. Set the air-conditioning to cold. Body heat can sneak up on you quick in enclosed spaces.
3. Determine your room layout.
4. Put personal effects in your closet, bathroom, car trunk, etc.
5. Take breaks to eat and drink so you don't get too exhausted too quickly.
6. Do your decorations. **Do not cover any fire/smoke alarms, sprinklers or thermostats!**
7. Post signage. **Use the One Tape, the only True Tape, the Tape of Power: Blue Painter's Tape.** No Duct Tape, clear tape, 3M command strips, other tape. Period. Our agreement with the hotel says that no other tape will be used, as it can damage the wallpaper, paint, and woodwork.
8. Mark sure your garbage cans are accessible and will be easy to switch out.
9. **Do not attempt to move the TV** (it is secured to the top of the dresser); you may cover it with a decorative tablecloth, flag, etc. unless you are using it of course.
10. Hide any hotel property that might easily disappear (i.e. remote controls)
11. Hide the phone(s) (unplug them and stash them in a drawer) you don't want other people making calls that will be charged to your room. Make sure that one phone is accessible, however, in case you might need it.
12. Lay out refreshments, should you have any.
13. If there is any damage to the room or carpet, report it to the hotel as soon as you arrive - otherwise they will blame it on you. If possible take some photos for proof.
14. Create a strong first impression. Let the first thing guests see be the most impressive sign or poster that you have.

Checklist for the Party

1. Go through your checklists (No, really).
2. Take one last walk-through to ensure that everything is in order.
3. Open the door(s) and wedge them open with doorstop(s).
4. **If you have alcohol, card everyone. Take no chances.**
5. **Keep refreshments flowing, if any. Don't leave perishable items sitting around.**
6. **Keep an eye on your decorations for any that fall-down or get otherwise spoiled.**
7. **Keep an eye on the A/C, ensuring that it does not get messed with or blocked.**
8. **Keep an eye on the trash cans and empty them often.**
9. **Pick up spilled foods before they get crushed into the carpets.**
10. **If a bad spill occurs, call housekeeping immediately.** Like wounded humans, stains too have a golden hour and are much easier to deal with quickly so they will not have soaked in or dried. (If necessary tackle the mess yourself, but **blot don't rub.** Rubbing just makes it worse)
11. Allot regular breaks for all Party Hosts (this includes you) and helper drones... er, friends!
12. Make sure you are in compliance with all hotel and convention rules at all times. If there are any complaints (noise, crowding corridors, etc), then heed them.
13. Play it by ear if you are still crowded at closing time. If the party's still strong and you don't care about sleep, keep going if you like!

14. **Have a lot of fun.**

Checklist for Cleanup

1. Make one final toast for the victorious party team!
2. Pick up and bag all garbage. You WILL have some, somewhere. Dispose of it in the previously-mentioned dumpsters.
3. Take down all decorations, taking care not to damage them - you may wish to reuse them.
4. Wipe down all surfaces.
5. Dispose of, distribute, or put away leftover supplies. Any food you can't handle or that will soon perish can probably be donated to ConSuite.
6. **Leave a tip for housekeeping.** The bigger the mess, the bigger the tip.
7. If someone is sleeping in the room, put a sign on the door that tells any late guests that the party is closed, to discourage unwanted knocking.
8. Get some sleep! (No, really!)

Items you will find you may need to help the party run smoothly. (Even if you don't think you'll need them. You'll discover you'll want to have them on hand)

- **Black plastic trash bags.** We'll provide a few in your Party Pack, but you will absolutely need more.
- **Three or four rolls of paper towels, minimum.** Your Party Pack will include one to get you started, but you'll want more.
- Various cleaning sprays to work on spills and messes as you go and keep things from staining.
- Some sort of spray carpet cleaner for those little spills that can be easily handled. Example: Oxy Clean or something similar.
- Large or full-sized garbage can! (The hotel's little dinky trash bins are not big enough for all the trash these parties accumulate!)
- Small paper napkins, paper plates, plastic silverware/flatware, serving containers, pitchers with lids (open punchbowls just ask for spiking/contamination.)
- Signage (see below)
- Common Sense and good judgement
- A bottle of painkillers
- **Band-aids**
- **The One True Tape: Blue Painter's Tape.** And lots of it!
- Power strips and extension cords (even if you don't think you need them...)
- **Extra lamps or lighting** for your room. Hotel rooms are pretty dark; the more light, the better the party! Cheap Ikea floor lamps are always a plus!
- **Tablecloth(s)** (protect vulnerable hotel surfaces and minimize mess)
- Scissors
- Thick Black Marker(s)
- Paper for said marker(s)
- A variety of AV cables if you are going to use the TVs at the hotel.
- Small TV and VCR/DVD player. The hotel does not have VCR/DVD players, and there is no guarantee that you'll be able to plug anything into the hotel TV. (You can always leave

it in a closet or your car if you don't need it. Or you can bring cables to make a feed and have multiple TVs on one circuit)

- Door stop (*we will be providing them in the party packs*)

Optional Items that may prove useful

- Business cards
- Door badge stickers (for sticking on badges) just for fun.
- Small hand-held vacuum cleaner (luxury item)
- Spare pens

Food/Cleaning Items

- A sponge with a scrubby side
- Dish detergent (the bathtub makes a great dish washing station!)
- Cheese and veggie knives
- Cutting board/mat

POSTERS AND SIGNS!

Signs are a great way to communicate small bits of information to people without having to run your throat sore. (Open/Closed signs, time of operations, special rules, etc.) You can also make creative posters and print them ahead of time and just write in the room number later. You could also wait until we give you your room number and print it on the poster, but in this case we recommend you bring a marker just in case there are last minute changes

What to put ON your poster:

- The advertised times of operation. **These must match what you have printed in the program book.** If you want to stay open later than that it'll be up to you, but no opening late or closing early. If something extremely dire comes up, contact Room Parties Staff via Operations and we will help work it out.
- Room number
- Party name (though creative advertising can get away without this)
- Any special features or activities your party has, or maybe a neat slogan to get people to come! No false advertising please! (Just because the dark side said they had cookies and then really didn't when you got there, doesn't mean your party should do it too. Unless the cake is a lie. Or there is no spoon.)

Good places for posters are:

- Blank hallway walls
- ConSuite!
- Your party room doors
- Stairwells
- On the walls on the 22nd floor (the gaming floor)
- If attendance to your party is very important then you might want to periodically send someone out with a few spares to replace any posters that have disappeared, or just hand them out!

- You can email parties a jpeg of your poster/flyer and we can put it on the Detour channel on the TV!

BAD places for your posters are: (posters found in these areas will be removed and discarded)

- ANYWHERE in the main lobby of the hotel
- In elevators
- On the floor
- Covering any other sign or poster