|  |  |  |  |
| --- | --- | --- | --- |
| **PreEvent Tasks** | **Date** | **Who** | **Status** |
| site reservation (Club President) | 1/2023 | President | Complete |
| caterer contract & down payment due | 2/1/23 | Molly | Complete |
| start advertising event | 6/7/23 | Molly, Anne S, Sue Wether | Complete |
| Track registration/final reservations due | 7/14/23 | Anne S |  |
| final count to caterer, confirm menu | 7/14/23 | Molly |  |
| Confirm site plan to Lily Padea (Rec Dept) | 7/1/22 | Molly |  |
| Purchase water/desert and any supplies | 7/17/23 |  |  |
| Send reminder email to attendees | 7/17/23 | Molly, Anne S |  |
| final Caterer payment due (day of - have check available from Treasurer to fill in) | 7/20/23 |  |  |
|  |  |  |  |
| **Day of Tasks** |  |  |  |
| Put drinks in Hillside fridge | 7/21/22 |  |  |
| Bring Organics trash cans out to picnic area | 7/21/22 |  |  |
| Check tables - wash as necessary, bring cleaning supplies | 7/21/22 |  |  |
| Meet with volunteers 30 minutes prior to event | 7/21/22 |  |  |
| set up check in tables with lists of paid attendees and blank name badges | 7/21/22 |  |  |
| Put out desert | 7/21/22 |  |  |
| **After Party** |  |  |  |
| Clean up trash and put it in trash bins in parking lot (cans to recycling) | 7/21/22 |  |  |
| Wait for Rossmoor to pick up sound system |  |  |  |

Volunteers:

* Mary Lou Thompson
* Ann Squire (Registration)
* Nancy and Tom Verner
* Marianna Tubman
* Susan Moxley
* Shirley Weigand
* Richard Kinsey
* Anne Riddle
* Jenny Holl (tent.)
* Idelle Lipman

Volunteer Letter

Thank you all for volunteering to help at the Trails Club Summer Party in the past! This is an update on the planning and activities underway, and information about how you can help this year if you are able!

The evening on July 20th will unfold as follows:

§  545-630 Set Up

§  630-700 Registration and Happy Hour

§  700-800 Back Forty Dinner Service

§  800 Deserts!

The Caterer is Back Forty Barbeque, and advertising has started via email, and Rossmoor news article. The Cost is $35 per person, member or guest. The Registration deadline is July 14th. Please encourage your friends to sign up!! Thanks to Anne Squire for helping me with registration.

I need help coordinating ahead of time purchase of desserts. (Back Forty is providing non alcoholic drinks this year) The task can wait till after July 14th so we know the final number of attendees.

On Party Day, your help is welcome!! If you could arrive early (545), I’ll have a volunteer job board set up for you to sign up. Some of the duties at this point are:

§  Clean tables (no decorations planned)

§  Put out table numbers

§  Ensure trash cans available: landfill/recycling/organics

§  Staff sign In area (by alphabet) and Name Tags

§  Distribute Deserts

§  Clean Up

§  Trash to bins in parking lot as needed

Hope this makes sense to everyone, and I look forward to a fun party on July 20!!!